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Office: (252) 586-4017



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39021 Highway 561  
Hollister, NC 27844  
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## STUDENT HOUSING PROGRAM APPLICATION APPLICATION DOCUMENTATION CHECKLIST

\_\_\_ **Housing Information:** Lease agreement, dormitory housing agreement or other official documentation confirming Applicant's share of housing costs not covered by financial aid.

\_\_\_ **Tuition & Expenses:** Copy of acceptance letter as a full-time student at a nationally accredited post-secondary educational institution along with FAFSA, Student Aid Report, Financial Aid Award Letter or other official document(s) confirming Applicant's acceptance, tuition, fees, and expenses, as well as financial aid provided (if any) for the forthcoming School term.

\_\_\_ **Priority Status:** Copy of documentation attesting to the Applicant's status as having a disability, homeless, being elderly or having active/veteran military status (if applicable).

\_\_\_ **Identification.** Copy of Applicant's Social Security Card, and Applicant's valid government issued photo identification (*e.g. a state-issued driver's license, passport, Tribal citizenship card, etc.*); and

\_\_\_ **Verification of Tribal Citizenship:** Supporting documentation such as copy of tribal enrollment card (required for Haliwa citizen Applicants), or a certificate of degree of Indian descent, or letter confirming enrollment or other tribal status (if applicable) **must** be included with the Application submission.

\_\_\_ **Proof of Income.** If the applicant is or has been employed, the Applicant must provide proof of income, such as, but may not be limited to:

- (1) The Applicant's most recent calendar year end income taxes, W2, or year-end stub.
- (2) If the Applicant has student loans, the Applicant must provide the most recent statement of student loan(s) including amount loaned/owed and payment amounts.
- (3) If the Applicant is a dependent of Applicant's parents or other legal guardian, or will reside with immediate family during the school term, the Applicant must provide proof of such parent/legal guardian's income, and income for **all** household members, including a copy of the parent/legal guardian's most recently filed income taxes and supporting documents.

\_\_\_ **Other Documents.** Additional documents may be required depending on the Applicant's circumstances, including but not limited to:

- (1) If the Application is submitted by a legal guardian, or other legally authorized representative, documentation of legal authority of the submitter must be provided with the Application for us to correspond with such persons on an Applicant's behalf.
- (2) The Tribe reserves the right to request additional documentation. This may occur at any stage of the review process. Failure to do so may render a submitted Application rejected.