



## **Student Identity Verification Policy**

The purpose of this Student Identity Verification Policy is to establish the institutional mechanisms through which the institution ensures that the individual applying for admission, enrolling, and participating in academic processes is, in fact, the admitted student, in accordance with higher education standards and best practices.

This policy applies to:

- All applicants to Associate, Undergraduate, and Graduate programs.
- Academic processes including admission, enrollment, credit transfer, and academic continuity.

The institution ensures that:

- Student identity is verified prior to formal admission.
- All submitted documentation authentically corresponds to the applicant.
- Identity verification processes respect the confidentiality, integrity, and protection of personal data.
- No additional costs are incurred by the student as a result of the identity verification process.

The implementation and oversight of this policy are the responsibility of:

- Admissions Office
- Academic Records Office

All applicants must submit a valid government-issued identification document from their country of origin, such as:

- National identification card or government-issued ID
- Valid passport (for international students)

Submitted documentation is reviewed to verify:

- Full legal name
- Identification number
- Document validity
- Consistency with the information provided on the enrollment application form

Applicants to Graduate programs must submit the following required documents for identity verification:

- Completed enrollment application form
- Valid identification document (national ID or passport)
- Personal statement describing professional achievements
- Three (3) professional reference letters (non-family members)
- Undergraduate transcript and diploma
- Updated résumé or curriculum vitae

All submitted documents must correspond to the same individual and are reviewed to confirm consistency of personal data.

Applicants to Undergraduate and Associate programs must submit the following documents:

- Completed enrollment application form
- Valid identification document (national ID or passport)
- High school diploma or equivalent credential

If any of the following are identified during the verification process:

- Inconsistent documentation
- Incomplete information
- Suspected identity misrepresentation or impersonation

The institution may take one or more of the following actions:

- Request additional documentation
- Temporarily suspend the admission process
- Deny the application for admission

All decisions are properly documented.

All information and documentation collected for identity verification purposes:

- Are used exclusively for academic and administrative purposes
- Are stored in secure systems with restricted access
- Comply with institutional policies and applicable legal regulations regarding personal data protection