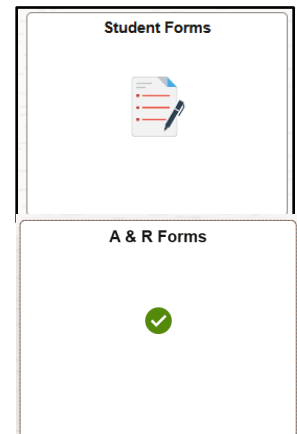


Step 1: Accessing Forms to Submit

1. Log in to SIS (redirect.maricopa.edu/student-center)
2. Select the Student Forms Tile
3. Select the Admissions and Records Tile
4. Select the ID Authentication option from the menu



Step 2: Completing the Form

1. **Student Information Section** - the following Pre-Populated Fields from SIS will appear:

- Name (First and Last)
- Student ID
- MEID (User ID)

Student Information
First Name
Last Name
Student ID
User ID

2. **College Selection Section** - Select the college you plan on attending. This is where the form will be sent for review and processing.

College Selection
Please select the college you are, or plan on, attending.
*College

3. **ID Authentication Documentation Section** - Choose the appropriate type of ID being submitted. The document upload options will appear at the bottom of the form and correspond to the type of ID selected.

- High School ID and US Birth Cert
- Employment Authorization Card
- Permanent Resident Card
- US Passport or Passport Card
- US State ID or License/Permit
- US State ID No Expiration Date
- US Visa with Foreign Passport
- Other Valid Form of ID

ID Authentication Documentation
*ID Type

4. **Acknowledgment Section** - There is a **required** acknowledgment to affirm that the information submitted is accurate and provide permission to share the document among MCCCDC institutions.

Acknowledgment(s)

I certify that the submitted information is true and correct to the best of my knowledge and belief. If asked by an authorized official, I agree to provide additional proof of the information provided on this form.

I understand that purposely providing false or misleading information on this form may result in actions following the student code of conduct and the appropriate administrative regulations.

I authorize the use of this information and any supporting documentation for all MCCCDC institutions.

*Acknowledgement

5. **File Attachments Section**

- File attachment options will appear based on the type of ID selected in the ID Authentication Documentation section.
- Students can add additional attachments using the Add button at the bottom of the File Attachments Section as needed or as directed by staff if the form is recycled.

Status	Upload	Description ^{↑↓}	File Name ^{↑↓}	Delete
1	Upload			Delete
Add				

6. **Submit** - Select the **Submit** button to send the form to the chosen institution.