

Official Documentation needed for New Applicants

Applicant Name _____ School _____

Street Address _____

Cell Number _____ 2nd Number _____ 3rd Number _____

RESIDENT TO PROVIDE:

Character Letters of Recommendations (1) _____ (2) _____ (3) _____

Submitted on Business Letterhead or with a business card

- _____ Acceptance Letter to College
- _____ Official Transcript/Grades/GED Scores
- _____ Current Schedule
- _____ Student Verification Status Form (provided by OPSH)
- _____ Original Divorce Decree
- _____ Drivers License/Picture ID
- _____ Social Security card for Self and Child/ren
- _____ Background check from current state of residence (KY residents use courts.ky.gov)
- _____ Income Verification (pay stub if working, KTAP, Food Stamps etc)
- _____ Zero income form (format OPSH)
- _____ Birth Certificate for Self and Child/ren
- _____ Immunization Certificate for Child/ren
- _____ Physical Record for Child/ren (well child check-up form)
- _____ Dental Exam
- _____ Vision Exam
- _____ Able to obtain utilities from KU in own name
- _____ Full custody of Child/ren
- _____ Eighteen (18) years of age
- _____ Eligible for Section 8 Housing

Staff to verify:

Interview completed _____ Date _____

Orientation completed _____ Date _____

Revised 9/17/13

