

Students enrolled in an online program at Rider University are required to submit a photo to be used for their official university identification. This photo will be used within the Rider University Banner system (including Canvas), and for students' Bronc ID cards. **You will need to upload your photo digitally and mail a notarized copy to Rider.**

You will need a 2 in. by 2 in. photograph of yourself (commonly referred to as a "passport photo"). In order to have your identity verified, you must have one of the following forms of identification:

- State-issued driver's license
- State-issued identification card
- U.S. military identification card
- Resident alien identification card (green card)
- U.S. passport

Since online students are not usually on campus to visit the ID office at Public Safety, you will need to submit a digital photo and a notarized verification form of that same photo. This can be done by completing the following steps below. If a student happens to be on campus prior to the start of their online enrollment, they may visit Rider Public Safety to have their photo taken and ID issued. If your photo is taken with Public Safety, you do not need to submit a notarized version.



Get printed and digital copy of photo

You will need a 2 in. by 2 in. photograph of yourself (*commonly referred to a "passport photo"*). The photo must clearly show your head and shoulders. You are the only one who can be in the photo—it cannot be a group photo. In addition to the physical copy of your photo, you will also need to upload a digital copy. This can be done by either scanning the photo, or by taking a picture with your phone and uploading from there.



Endorse the photo & attach to form

Prior to attaching your photo, you will need to endorse it. Please **PRINT your name on the back** of the photo and **SIGN the bottom of the photo**. Be mindful not to write on any of the features of your face. You may then attach your photo to the form by either using clear tape or stapling the edges to the form.



Notarize the "Online Student Identification Form"

Students should complete Section I only. The Notary Public will then complete Section II and affix their seal across the edge of your photo. You will be instructed when to sign by the Notary.



Submit your notarized form to Rider

Once all sections have been completed and sealed by the Notary, you can mail the form back to Rider at the following address:

Rider University College of Continuing Studies
ATTN: Distance Learning ID Verification
2083 Lawrenceville Road, Lawrenceville, NJ 08648



Upload your digital copy of the same photo online

Once you mail everything back to Rider, you can then upload the same photo to your myRider page. Once we receive your notarized copy, we will confirm the photos match and approve the photo. Once approved, the photo will be pushed to Canvas profile as well. You will receive your Bronc ID card in the mail within 30 days.

Note: If you choose to have your photo taken by Rider Public Safety, you do not need to have the form notarized. Public Safety will instead verify your identification and check the box on the form marked for Public Safety. **You must still submit the form back to Rider!**



Online Student Notarized Identification Form

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions receiving Title IV funding to verify the identities of distance education students enrolled at an institution. Students enrolled in an online program at Rider University must complete this Student Identification Form. Failure to submit a photo will impact your ability to register for future semesters thus impacting the capacity to complete your program.

Instructions: Please complete this form in the presence of a Notary Public or Rider Public Safety. You will need a 2 in. by 2 in. photograph (“*passport photo*”) attached to this document. When complete, please mail to the address listed below.

Section I: Student Information

Bronc ID: _____ Date of Birth: ____ / ____ / ____

Student Name: _____
Last Name (Suffix) First Name Middle Initial

Section II: Notary Information

State of: _____ County Of: _____

I hereby certify that on this ____ day of _____, 20____, Mr. or Ms.

_____ (*print student name*) personally appeared before me the signer and subject of the above form, who signed or attested to the same in my presence, and presented the following form of identification as proof of his or her identity (check one below). My commission expires _____.

- State-issued driver’s license
- State-issued identification card
- U.S. military identification card
- Resident alien identification card (green card)
- U.S. passport

Notary Public: _____ **If completed by Rider Public Safety, check here:**

Section III: Photo Section

Please attach a 2 in. by 2 in. photograph of yourself taken within the last three months. This photo must clearly show your head and shoulders and only show you (no group photos). You may attach this photo by using clear tape or stapling the edges of the photo. **Prior to attaching the photo, you must complete these steps:**

1. Print your name on the back of this photo
2. Sign the bottom of this photo
3. Do not write on any features of your face.

By signing this document, I certify that I am the person whose name, identifying information, and photo attached, appears on this form. I am signing this document in the presence of Public Safety or Notary Public. I acknowledge that the falsification or misrepresentation of my identity at any point throughout the program may result in dismissal from the University.



Notary: Place seal or stamp overlapping a portion of the student’s photo.

Public Safety: Check box above photo

Student Signature: _____

When complete, please return this form to: Rider University College of Continuing Studies
ATTN: Distance Learning ID Verification
2083 Lawrenceville Road, Lawrenceville, NJ 08648