

- ☒ **WHAT TO TURN IN:** Completed application with photocopies of all requested documents. VIDA cannot accept original documents as part of your application. If you have any questions about the documentation, please call VIDA before your appointment date. Contact Person: Marylou Saenz, 956-903-1900 ext. 109. **Please use this check off list to make sure your application and ALL documents are complete:**

REQUIRED PHOTOCOPY DOCUMENTS TO BE TURNED IN WITH APPLICATION:

- ☐ **Texas ID / Texas Driver's License (photocopy)** - 1 form of ID for yourself: driver's license, state ID, permanent residency card, or passport.
- ☐ **Citizenship / Alien status (photocopy)** - for yourself
- ☐ **Social Security Card and Birth Certificate (photocopies)** - for yourself
- ☐ **Residency (photocopies)** – One of the following
 - ☐ Utility Bill (**current** electric, water or household gas bill). If bill **IS NOT** under applicant's name, then a statement from home owner.
 - ☐ Landlord or Parent Statement or Rent Receipt
- ☐ Turn in **ALL** of the following for **Proof of Income:** Copies Only
 - ☐ TANF and/or Food Stamps - for yourself or anyone in the household. Current printout for Food Stamps and/or TANF.
 - ☐ If you are Unemployed and have family responsibilities (children or relatives you care for) you must register with WorkForce and bring Current Unemployment documents that you the applicant are registered with WorkForce and Unemployment stubs for all who are receiving unemployment benefits. You can get this by going to www.workintexas.com.
 - ☐ Underemployed: If you are working and earn \$10/hour or less and have family responsibilities (Children or relatives you care for) – You MUST bring recent check stub with hourly wage visible.
 - ☐ Low Income:
 - Bring check stubs or documentation for the past six months as of date of application for ALL household members employed or are receiving benefits such as Social Security, Veteran's Benefits, Workman's Comp or Disability. You can download an Income Verification form if check stubs are not available.
 - Self-Employed Income (Net) for the past six months
 - Any and all other income in the household
 - ☐ ****If you are between the ages of 18-24 years old employed or unemployed, and are single without children, you must bring the household income for ALL household members for the past six months.** If check stubs are not available, you can download an income verification form
- ☐ **Disability and/or SSI Assistance (photocopies)** – Copies of current SSI/Disability from Social Security Administration Office.
- ☐ **Confirmation of Marital Status** – Divorce decree, Notarized statement that you are separated
- ☐ **Confirmation of Child Support (photocopies)** – Notarized letter of child support or Child Support letter from Attorney General.
- ☐ **Educational Transcript(s) or Diplomas (official or photo copies are acceptable)**- College transcripts must be up to date and show all courses taken, grades received and academic standing. Also bring copies of Professional License(s) if any obtained (ex. CNA). If no college, then copy of **High School Transcript (preferred) or High School Diploma or G.E.D certificate with test scores.**
- ☐ **TSI/THEA/ACCUPLACER/COMPASS (photocopies)** – Scores if you have taken exam(s)
- ☐ If you are enrolled in college: **Bring your degree plan filled out and signed by an academic advisor.**
- ☐ Nursing and Allied Health Program applicants: **Bring your acceptance letter.**
- ☐ If registered in college: **Bring your statement of account /registration statement / bill.**
- ☐ Detailed Class Schedule of semester (obtain online).
- ☐ Financial Aid Award Letter or Denial Notice for **current year**
- ☐ **Award Package and Cost of Attendance** for current year
- ☐ **Selective Service (photocopies)** – Selective Service card or Phone verification (Males **need to be** registered to apply to VIDA)
- ☐ **Voter's Registration (photocopies)** – Voter Registration card, website confirmation printout, reason ineligible to vote
- ☐ **Board Clearance:** Required ONLY if you are enrolled in an Allied Health program (LVN, A.D.N., RN, OTA, PTA, RADT, Respiratory Tech, etc.). If you are not sure if you need to turn one I please ask.
- ☐ **DD-214 (photocopy** of military discharge), if applicable.

VIDA APPLICATION:

- ☐ **Pages 1-4:** (Fill out) VIDA Application, completed in blue or black ink.
- ☐ **Page 4:** (Documentation required) Proof of Citizenship or Permanent Residency for yourself only.
- ☐ **Page 5:** Employment History – Fill out completely.
- ☐ **Page 6-7:** (Fill out, and provide **photocopies** ONLY of those documentation is required) **Proof of Income & Expenses** for your household. Please see Instructions and list of documents required on the Income & Expense sheet.
- ☐ **Page 8:** Low Income Eligibility Worksheet – DO NOT fill out. Sign on the bottom as "Applicant" only.
- ☐ **Page 9:** "VIDA Use Only" Page – DO NOT fill out.

Please note: Photocopies are considered part of your application and will not be returned.