

**SOM OP:** 40.12, **Student Identity Verification Policy**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy is to define a process for verifying the identity of individuals participating in the admission process and the educational program.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Curriculum and Educational Policy Committee, Student Affairs Committee and Admissions Committee. Revisions will be forwarded to the Office of the Dean for publication.

**POLICY/PROCEDURE:**

1. **General.** The School of Medicine will verify the identity of all individuals participating in the admissions process and the educational program.
2. **Requirements for identity verification.** Individuals who apply to/are enrolled in the School of Medicine must provide a government-issued form of identification for the following activities:
  - a. Check in for an admissions interview
  - b. Check in for new student orientation in order to receive their school-issued name badge.
  - c. Receive their TTUHSC Student Identification Badge (including replacement badges)
  - d. Gain access to academic records held within the School of Medicine
3. **Acceptable forms of Government-issued identification.**
  - a. Driver's License
  - b. State-or Government-issued ID Card
  - c. Military ID
  - d. Passport
  - e. Permanent Resident Card
4. Applicants who are unable to provide the required documentation will not be able to interview with the school. New matriculants who are unable to provide the required documentation will be administratively withdrawn from the program within 12 business days of the student's first semester in the program.