<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document must include (please make sure every box is checked)</th>
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</table>
| A. Pay Stub   | • MUST include DC tax withholding only, and no other states (Maryland and Virginia are **NOT** accepted)  
• Tax withholding amount MUST include a tax deduction amount  
• Must be dated within the past 45 days, any older will **NOT** be accepted |
| B. Unexpired letter confirming financial assistance issued by DC Government  
Example: TANF, Medicaid, DC Alliance, Supplemental Security Income | • Document must confirm assistance from DC Government  
• The letter must be unexpired and current  
• Insurance Card is **NOT** accepted, you must bring your approval benefit letter.  
• If you receive this benefit, but do not have a letter, you must contact the DC office of Health Care at (202)-724-7491 to receive a copy of your letter. |
| C. Certified copy of Tax Form D40 | • Must be a certified copy issued by DC Office of Tax and Revenue  
• Must have evidence of payment of DC taxes for the current or most recent tax year  
• DC income tax withheld Line 31 in the form MUST have a value greater than $0 |
D. Embassy Letter proving that the applicant resides on embassy property or will reside on DC property confirmed by the embassy

- Must be on embassy letterhead and include official embassy seal
- Must confirm that the student lives in the property or the embassy.
- Must be issued within the past 12 months
- Must have a signature of an official embassy employee

**METHOD B: TWO ORIGINAL Documents from the following list:**

Please provide two documents from the left column that meet all criteria in the right column.

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<thead>
<tr>
<th>Document Type</th>
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<tbody>
<tr>
<td>E. Unexpired DC motor vehicle registration</td>
<td>- Name and address must match other documents from method B.</td>
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<tr>
<td></td>
<td>- Must be a physical copy or DC DMV digital copy can be shown (from app)</td>
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<td></td>
<td>- Temporary registration is not accepted, must be an official copy of permanent registration</td>
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<tr>
<td>F. Unexpired rental agreement or lease, and receipt for rent payment</td>
<td>- Name and address must match other documents from method B.</td>
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<td></td>
<td>- You must be listed as a leaseholder</td>
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<tr>
<td></td>
<td>- Lease cannot be expired and must be current</td>
</tr>
<tr>
<td></td>
<td>- If the lease is expired, an official addendum may be added</td>
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<tr>
<td></td>
<td>- Amount of rent payment on the receipt must match lease</td>
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<tr>
<td></td>
<td>- The receipt must be an official receipt</td>
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</tbody>
</table>
### for rent
- Bank statements are accepted, but they must indicate rent and be an official payment to rental company
- Venmo, Zelle, or cash payment apps, handwritten notes are not accepted as a receipt.

### G. Unexpired DC driver license or DC official photo identification
- Name and address must match other documents from method B.
- Must be issued by DMV.
- License cannot be expired
- Temporary IDs/Driver License are accepted, but the student must submit a copy of official ID/permanent license once issued by DMV.

### H. One utility bill and one receipt of payment (only gas, electric and water bills are accepted. Cell phone and internet bills are not accepted)
- Name and address must match other documents from method B.
- Receipt of payment must be from past two months
  - Bank statements are accepted, but they must indicate payment of utility bill.
  - Venmo, Zelle, or cash payment apps, handwritten notes are not accepted as a receipt.