

TEACHER PREPARATION ADMISSION REQUIREMENTS

In order to be admitted to KSU teacher certification programs, candidates must have completed the following requirements:

1. Created a MyPSC account and obtained a PSC identification number: www.gapsc.com
2. Pass GA EDUCATOR ETHICS EXAM (360) - Cost - \$30
3. Pass or Exempt the GACE Program Admission Assessments: **Combined** Tests I, II, and III: test code **710 OR Test I-Reading**: test code **210 AND Test II-Mathematics**: test code **211 AND Test III-Writing**: test code **212**
\$128 combined tests, \$103 for two, \$78 individually
 - **Registration:** gace.ets.org (KSU Center is a testing site) ongoing, space available
 - **Exemption options:** Students with the following minimum scores on Collegiate SAT, ACT or GRE examinations may exempt GACE Program Admission Assessment by submitting proof of official scores to Education Student Services, KH 3008, and email bcoe_admit@kennesaw.edu (include KSU ID#).

SAT: at least **1000** for "Reading" + "Math" if taken on **June 30, 2019** & before OR

1080 for "Reading" + "Math" if taken on **July 1, 2019** & after (**\$49.50**) OR

ACT: at least 43 "English" + "Math" – (**\$52.00**) OR

GRE: at least 1030 "Verbal" + "Quantitative" or at least 297 "Verbal" + "Quantitative" 08/01/2011 & after

4. GPA requirements

- Achieved a **minimum, institutional (adjusted) or cumulative GPA of 2.75** for all coursework completed at Kennesaw State University. However, only candidates who have earned a KSU institutional (adjusted) or **cumulative GPA of 3.00 or higher will be guaranteed** admission when all other admission requirements have been met. Students with a 2.75-2.99 GPA will be admitted on a case-by-case basis.
- Transfer students with a **minimum cumulative transfer GPA of 2.75** (as used by KSU Admissions) may be considered for teacher education admission their first semester at KSU. Only candidates who have achieved a **transfer cumulative GPA of 3.00 or higher will be guaranteed** admission when all other admission requirements have been met. After their first semester at KSU without teacher education admission, transfer students will be required to earn a cumulative or institutional (adjusted) KSU GPA as explained above.

5. Coursework

- Required minimum hours of coursework from accredited institutions: 36 hours for Elementary Education; Birth through Kindergarten; MGE; Secondary Mathematics, History, English and Science Education. 45 hours for all other programs.
- **ENGL 1101, ENGL 1102 and EDUC 2110** with a grade of "C" or better.

6. **Some degree programs in teacher education have additional admission requirements** – see advisor for Art Education, Foreign Language Education, Health & Physical Education, and Music Education

STEPS TO SUBMIT TEACHER PREPARATION ADMISSION APPLICATION:

Log on to Owl Express > Student Services tab > Bagwell College of Ed. Application and Forms link
> Application for Teacher Prep Admissions

EDUCATION STUDENT SERVICES (ESS) • KH 3008 • <bcoe_advising@kennesaw.edu>

SCHEDULE ADVISING FOR THE FOLLOWING MAJORS <appointments.kennesaw.edu>

ELEMENTARY EDUCATION, PK-5TH; BIRTH THROUGH KINDERGARTEN, B-K; HEALTH & PHYSICAL EDUCATION, P-12TH;
MIDDLE GRADES EDUCATION, 4TH-8TH; HISTORY EDUCATION, 6TH-12TH (PRIOR TO TEACHER EDUCATION ADMISSION);

SECONDARY MATHEMATICS, 6TH-12TH; AND SECONDARY SCIENCE, 6TH-12TH to include BROADFIELD BIOLOGY, CHEMISTRY, & PHYSICS

How to Create a MyPSC Account, and Access Ga. Educator Ethics Assessment (#360) & GACE PAA

***To create a MyPSC account:**

1. Go to www.gapsc.com
2. At the top, right corner, click **Register** here, MyPSC: Login/Register. A new tab will open.
3. Select **Enrolled in Georgia Educator Preparation Program**.
4. Select **To take GACE assessment**. (This is what you select even if you have already taken the GACE Program Admission Assessment or are exempt from the GACE Program Admission Assessment.) Click **Continue**.
5. Enter your information. Click **Continue**. (Be careful Not make any mistakes entering your SS# & DOB)
6. Enter your personal information. Enter your primary email address (recommended: use your KSU email address, which can be updated in the future). If you do not check this email address regularly, include a secondary email address.
7. For Program Provider, select **Kennesaw State University**.
8. Answer the security questions and submit.
9. A temporary password has been sent to the primary email address you provided. Open a new tab or browser to retrieve the temporary password and follow the instructions to finalize your registration.
10. After completing registration, go to www.gapsc.com and Login (top right corner) with your email and newly created password. Save your Login information in a secure place!
11. On the **Welcome to MyPSC** screen, you will find your Certificate ID Number in the upper, right corner under your name. Your Certificate ID Number is also called your PSC ID #.

***To gain access to the Ga. Educator Ethics Assessment (360):**

1. Go to www.gapsc.com
2. In the top, right corner, click on **Login** here, MyPSC: Login/Register. A new tab will open.
3. Login with your email address and password.
4. In **My PSC Dashboard** on the left, click on **Assessments**.
5. Click in the bubble beside **#7. I am taking Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment for program entry**.
6. An email will be sent to your primary email address with further instructions on how to complete the Ethics registration and assessment. When you receive the email, **use this link:**
<https://gat.ethics.ets.org/login.html>
7. Click on **Test Takers** at the bottom of the page under **Registration**. Follow the directions to create an account with the Ethics provider and to register for the Ethics assessment.

Note: There is a \$30 fee for the Ethics assessment. It is fully online and takes approximately 3 hours to complete. You do not have to finish it in one sitting. When you have completed all 7 modules, save a copy of your certificate of achievement and email it to your advisor and bcoe_admit@kennesaw.edu. Always include your KSU Student ID# with all emails.

***GACE Program Admission Assessment (PAA):**

1. In **My PSC Dashboard** on the left, click on **Assessments**.
2. Click the bubble beside **#1. I am testing to satisfy the Program Admission Assessment requirement**.
3. Select **Program Admission (Basic Skills)** from the drop-down menu, then Click the red **ADD** button.
4. Scroll down to see it has been added to your list of **Active Eligible Test** you can register for & take.
5. **Click to Register** to the right. This takes you to the GACE.ets website.
6. Sign in to the GACE website to select date, time, location and specific test codes for PAA.

***The Program Admission assessment consists of three subtests. You can take each individual exam, or a combined exam is offered.**

- **Combined Test I, II, and III (Test Code 710) OR**
- **Test I – Reading (TC 210) AND Test II – Mathematics (TC 211) AND Test III – Writing (TC 212)**

STUDENT REQUIREMENTS CHECKLIST For Education Admission Packet

	Check box when Completed	Check box if In Progress
36 or 45 credit hours <ul style="list-style-type: none"> • Can be "In Progress" when you apply. • See advisor for program requirement. 		
Created MyPSC account		
Minimum KSU Institutional GPA of 2.75 <ul style="list-style-type: none"> • Can be "In Progress" when you apply. • If no KSU GPA, a minimum transfer GPA of 2.75, confirmed by advisor 		
ENGL 1101 , passed with minimum grade of C & Appears in Owl Express		
ENGL 1102 , passed with minimum grade of C & Appears in Owl Express		
EDUC 2110 , passed with minimum grade of C <ul style="list-style-type: none"> • Can be "In Progress" when you apply. • If you are expecting credit for EDUC 2110 as the result of a high school teacher cadet program and the credit is not showing on your Owl Express, you MUST send proof to Brenda Green in ESS AND inform bcoe_admit@kennesaw.edu that you have credit 		
Educator Ethics Exam #360 <ul style="list-style-type: none"> • Passed Exam & posted in MyPSC account under 'Assessments' • Send copy to bcoe_admit@kennesaw.edu if not posted in MyPSC 		
GACE PAA passed or exempted by one of these methods: <ul style="list-style-type: none"> • Passed GACE PAA and it has posted on "MyPSC" account. • Passed some of GACE PAA. Sent partial results to advisor @ bcoe_advising@kennesaw.edu & cc bcoe_admit@kennesaw.edu • Official ACT or SAT scores posted in KSU. Exemption score confirmed by advisor. • ACT or SAT scores Not posted in KSU system but appears on transcripts from high school or previous institution. Exemption score confirmed by advisor & send a copy of scores to bcoe_admit@kennesaw.edu. 		
Apply for program admission through Owl Express Oct.1 – Nov. 15, 2020		
Apply for Pre-Service Certification <ul style="list-style-type: none"> • Contact advisor, bcoe_advising@kennesaw.edu, or bcoe_certification@kennesaw.edu for a blank Pre-service Appl. • Pre-service Appl. must be completed, notarized, and saved as a PDF • Appl. must be signed & notarized After Oct. 15th, NOT Before. • Send to bcoe_certification@kennesaw.edu with a copy of your Driver's License as early as Oct. 15th. 		

bcoe_advising@kennesaw.edu = Education Student Services, Advising Office of Elementary, Early Childhood (BK), Health & Physical Ed, Middle Grades and Secondary Math, History and Sciences – (470-578-6105)

sdelacru@kennesaw.edu = Dr. Stacy Delacruz (Interim Director of ESS)

bgree103@kennesaw.edu = Brenda Greene. Send proof of EDUC2110 credit from H.S., so she can get it posted.

bcoe_admit@kennesaw.edu = Undergraduate Admissions Office: Audits student records for requirements to admit.

Students who have declared their major as "Education-Interest" should meet with their advisor every semester, especially prior to admission to BCOE. This is an aid for students to help guide them through the admissions process. It is to be used to augment your meetings with your advisor. This form in no way replaces your advisor and is only for reference purposes.

Live Links from the Program Admission Presentation

To schedule an advising appointment: <http://appointments.kennesaw.edu>

Education Student Services (ESS) web site: <http://ess.kennesaw.edu>

Email the Education Student Services office: bcoe_advising@Kennesaw.edu

To register for a MyPSC account: <https://mypsc.gapsc.org/Register.aspx>

For students who need to take the GACE PAA (Program Admission Assessment):

1. For SAT, ACT and additional options for exempting the GACE PAA: <https://www.gapsc.com/EducatorPreparation/Assessment/BasicSkillsInfo.aspx>. Confirm with your advisor that your scores exempt the GACE PAA.
2. Online registration for the GACE PAA: <http://gace.ets.org/>
3. KSU's Testing Center: <https://testing.kennesaw.edu/index.php>
4. GACE Prometric Test Centers: <https://www.prometric.com/site-openings>
5. Information on safety measures at the Prometric Test Centers. <https://www.prometric.com/corona-virus-update>
6. GACE PAA *At Home* testing option. <https://www.ets.org/s/cv/gace/at-home/>
7. GACE PAA test preparation resources:
 - GACE website <https://gace.ets.org>. GACE PAA questions, please email gace_inquiries@ets.org
 - Program Admission Study Companion (PDF): Free 88-page overview, test question format, and study resources <https://gace.ets.org/prepare/materials/700>
 - PAA preparation information, including free Khan Academy instructional resources, is available at <https://www.khanaacademy.org/prep/praxis-core>
 - **NEW!** Education Student Services website <https://bagwell.kennesaw.edu/units/ess/resources/gace.php>
 - [Student Success Services](#): Counseling and Psychological Services (ex. test-taking strategies, test anxiety)

PSC Pre-Service Certification Application:

https://bagwell.kennesaw.edu/units/ess/resources/PreService_Application_Package.pdf

Instructions for completing and submitting the pre-service certification application:

<https://bagwell.kennesaw.edu/units/ess/resources/PSCA-Verify-Instructions-Email.pdf>

Degree	EDUCATION PROGRAMS	ADVISOR	Advisor EMAIL
BS	Early Childhood Education: Birth through Kindergarten & Last Names: A – Hi = Elementary Education: P-5 th	Amanda Frank	awilkin9@kennesaw.edu
BS	History Education & Last Names: He – O = Elementary Education: P-5 th	Aisha LaBarrie	alabarri@kennesaw.edu
BS	Health and Physical Education (HPE) & Last Names: P – Z = Elementary Education: P-5 th	Jamal Murray	jmurra68@kennesaw.edu
BS	Middle Grades Education: 4 th – 8 th & Secondary Education: 6 th – 12 th (Biology, Chemistry, Physics & Math)	Nancy Gillis	ngillis1@kennesaw.edu
BS	Art Education: P-12 Last Names: A – G = Last Names: H – M = Last Names: N – Z =	Sara Wilgus Marvin Dewitt Torri Thompson	swilgus@kennesaw.edu mdewitt6@kennesaw.edu vthomp13@kennesaw.edu
BS	English Education	Dr. Robert Montgomery	rmontgo7@kennesaw.edu
BM	Music Education: P – 12	Dr. Allison Mann	amann9@kennesaw.edu
BA	Foreign Language Education (BA and Alt Cert)	Prof. Karen Graf	kgraf1@kennesaw.edu
Degree	EDUCATION PROGRAM COORDINATORS	COORDINATOR	Coordinator EMAIL
BS	Art Education P-12	Dr. Diana Gregory	dgregory@kennesaw.edu
BS	Health and Physical Education	Dr. Peter St. Pierre	pstpierr@kennesaw.edu
BS	History Education	Dr. Bryan McGovern	bmcgover@kennesaw.edu
BS	Middle Grades Education 4 th – 8 th	Dr. Kim Loomis	kloomis@kennesaw.edu
BSEd	Secondary Ed. in Broad Field Science (Biology Emphasis), Chemistry & Physics.	Dr. Brendan Callahan	bcallah7@kennesaw.edu
BSEd	Secondary Ed. Mathematics	Dr. Brian Lawler	blawler4@kennesaw.edu

***FOR SUCCESS:** Meet with your Advisor EVERY SEMESTER to discuss your upcoming semester!!! & check your KSU student email account often & regularly.

GaPSC Pre-Service Certificate Application
Please Use Black Ink or Type – Revised April 2015



This form must be submitted by an educator preparation provider. Candidates should not submit this form directly to the GaPSC.

1. Please use ALL CAPS to print your LEGAL NAME.

Last Name

First Name

Middle Name

Social Security Number

 - -

Date of Birth (MM/DD/YY)

 / /

Telephone Number

 - -

Mailing Address

City

State

Zip Code

 -

Gender (check one)

Male Female

Ethnicity (check one)

Are you Hispanic or Latino of any race? Yes No

Race (check all that apply)

Asian American Indian or Alaska Native Black or African American Native Hawaiian or Pacific Islander White

2. Personal Affirmation: The applicant should enter a truthful "Yes" or "No" response to each of the following questions. All questions must have a response in order for the application process to continue. **"YES"** responses automatically open an investigation and require additional supporting documentation. This additional documentation should be submitted to the GaPSC Ethics Division and should **NOT** be submitted via ExpressLane or MyPSC. **DO NOT include matters that the GaPSC has investigated or is currently investigating.** False statements made on this application will open an investigation and may result in a sanction, including revocation or denial of a certificate.

- Y** **N** 1. Have you ever had an adverse action (*i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment*) taken against a professional certificate, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission?**
- Y** **N** 2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **OTHER THAN the Georgia Professional Standards Commission?**
- Y** **N** 3. Have you ever received a less than honorable discharge from any branch of the armed services? (*If "yes", provide a copy of form DD214.*)
- Y** **N** 4. While under investigation, have you ever left an employment position (*retired, resigned, been dismissed, terminated, non-renewed or otherwise*)?
- Y** **N** 5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Y** **N** 6. Are you the subject of a pending investigation involving a criminal act?
- Y** **N** 7. For any **felony** or any **crime involving moral turpitude**, have you ever:
- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> ◆ Pled guilty; ◆ Entered a plea of <i>nolo contendere</i>; ◆ Been found guilty; ◆ Pled guilty to a lesser offense; ◆ Participated in a pre-trial diversion program; | <ul style="list-style-type: none"> ◆ Been granted first offender treatment without adjudication of guilt; ◆ Been found not guilty by reason of insanity; or ◆ Been placed under a court order whereby an adjudication or sentence was withheld? |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
- Y** **N** 8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?
- Y** **N** 9. Have you been convicted of a drug offense (felony or misdemeanor)?

Consent:

I hereby authorize the Georgia Professional Standards Commission to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.

Signature: _____ **Date:** _____

NOTE: This application must be received by the GaPSC **within 90 days of the date of signature.**

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:
_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:

PRE-SERVICE CERT. APPL. INSTRUCTIONS

The instructions below are how to submit online through bcoe_certification@kennesaw.edu. It is important you read ALL the instructions carefully before submitting to us to avoid sending it back and forth for corrections with your SS# on it. The PSC is **very particular** about how you fill this application out, so please follow ALL the instructions **EXACTLY** or it will delay you being issued.

The purpose of this application is to give the PSC permission to run your background check, clearing you to go into public schools as well as verifying your citizenship.

INSTRUCTIONS:

***PRINT IT OUT.** Hand Write everything in **BLACK INK** and in **ALL CAPS**. (No Blue Ink)

***Top Right Corner pg.1:** There is no space for this, but at the top right corner of pg.1, please write- in your **KSU number, (00.....)** Below it, write your KSU student/Net ID info. (It's the beginning of your student email. We DO NOT need the ...@students.kennesaw.edu, just the ID part)

***Begin** filling out the application. Again, in **BLACK Ink, ALL CAPS**. Make sure you fill in your **STREET Address, NOT EMAIL Address** (*Happens a lot*)

***Sec.2:** Completely color-in entire bubble answers. **NO** Xs, Check marks, or Circles. (*PSC will Reject*)

***Physically Hand-Sign and Date** (*Do not type! Needs to match Driver's License signature*)

This signature Expires after 90 days, giving you time to be admitted to BCOE, then Verify your Enrollment in KSU's Teacher Prep program within your MyPSC account. We are blocked from uploading it to the PSC until you verify enrollment. BUT HERE'S THE CATCH; you CANNOT verify enrollment until you have been admitted. You must remember to Verify enrollment AFTER admission. You will get an email request...After admission.

*******Proceed to Page 2*******

Basically, this page is asking if you are a U.S. Citizen and what proof are you providing, with this application to prove it.

***If you are a U.S. Citizen**, then put your initials on **#1 ONLY**. You can only be 1 option here; Not two. (*If you are the 2nd or 3rd option and do not know what to do, email us and we will direct you further*)

***Go to middle of the page.**

***On the line, in the middle of the page, where above sentence begins with "The secure and verifiable document provided with the affidavit....."**

***Write "Driver's License"** or whatever proof you are providing with this application that shows you are a U.S. Citizen. (Mostly an unexpired Driver's License but can be an unexpired **Passport**).

***DO NOT SIGN** this page until you are in front of a Notary Public with your driver's license or ID. You will need to find one. (KSU Registrar's off. Post Off., UPS Stores, some Banks, Attorney off, etc.)

***Fill-in the City and State** this was executed in.

***Make a magnified copy (150-200%) of the FRONT of your driver's license or passport.** Include the copy with your application before scanning all **3 pages** to submit to us. Insure it is a good, clear copy with nothing cut off.

***BEFORE** scanning the completed packet (3pgs.), place the magnified copy of your driver's license/proof, in-between pg.1 and pg. 2, so that your driver's license/proof becomes the **new pg. 2**. (The application packet should look like this when emailing to us; *Pg.1, Driver's License, Pg. 3*)

***Scan it, Save it, Send it** as a PDF file, then email directly to **bcoe_certification@kennesaw.edu**.

It takes the PSC 2 – 4+ weeks to issue these certifications, so it is important to get these submitted to us 6-8 weeks prior to anticipated semester of admission.

*******End: Pre-Service Cert. Application Ins.** *****
CONGRATULATIONS YOU FINISHED &
followed all the direction exactly, right?

AFTER ADMISSION:

You will get an email w/a link to verify enrollment from PSC/TPMS. In case you miss it, here are instructions to manually verify enrollment yourself when the time comes.

To VERIFY Enrollment at KSU with PSC:

*Log in to your myPSC account.

*In your "**MyPSC Dashboard**." Click on "**Claim Preparation Program**."
Program Provider should populate as "Kennesaw State University," or select it.

*It will ask you a couple of questions that you must click "**Confirm**" to.

*Please click "**Confirm**" to the side **AND** scroll to the very bottom to click "**Confirm**" **AGAIN**. It must be done **TWICE**. Then "**OK**" to complete. Only after this, can we upload your Pre-Service Cert. application to the PSC for processing.

INSTRUCTIONS FOR COMPLETING VERIFICATION OF LAWFUL PRESENCE AFFIDAVIT

In order to obtain a certificate/license from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/licensure application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

You must submit the following with your Pre-Service Application and GCIC Consent Form:

1. Notarized Affidavit (**page 3 of this document**)
2. A copy of an acceptable ID (see below)

1. Select the **ONE** option on the affidavit that applies to you:

- **Option 1** is to be initialed/selected by you if you are a United States citizen; or
- **Option 2** is to be initialed/selected by you if you are a legal permanent resident of the United States: you are not a U.S. citizen but you have a green card; or
- **Option 3** is to be initialed/selected by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident).

If you selected **Option 2 or 3**, please provide the number (whether or not it is called an “alien number”) issued by the Department of Homeland Security or other federal immigration agency in the blank space following this statement: “My alien number issued by the Department of Homeland Security or other federal immigration agency is:”

2. Select an acceptable ID based on your selection in Step 1.

- Acceptable IDs for **Option 1 (U.S. citizen)** are:
 - An unexpired driver’s license issued by a U.S. state, D.C., or certain U.S. territories
 - An unexpired United States passport or passport card
 - An unexpired United States military identification card
 - Any document listed here: <http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>
- The only acceptable ID for **Option 2 (legal permanent resident)** is a copy of the front and back of your unexpired United States Permanent Resident Card.
- Acceptable IDs for **Option 3 (qualified alien or non-immigrant)** are:
 - An unexpired work authorization card
 - I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
 - A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

Fill in the type of ID (e.g. Georgia driver’s license, U.S. passport, etc.) that you are using on the affidavit on the line after “The secure and verifiable document provided with this affidavit can best be classified as:”

3. Print out the affidavit (page 4 of this document).

4. Find a local Notary Public. Check the yellow pages, the internet, or with a local business such as a bank.

5. Bring your affidavit and the ID you selected (from the list in Step 2) to appear before the Notary Public.

6. Show the Notary Public your ID and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.

7. Make certain that the Notary Public signs and dates the affidavit and lists when their notary commission expires.

8. Make a copy of the affidavit and the ID that you presented to the Notary Public for your own records.

9. Submit the following with your Pre-Service Application and GCIC Consent Form:

- A copy of the signed and notarized affidavit; and
- A copy of the ID you presented to the Notary Public.