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**6984 Hwy 711 W.**

**PO Box 2709**

**Pembroke NC 28372**

**910-521-7861**

**Student Housing Vouchers Program CHECKLIST**

**1. \_\_\_\_\_ Copy of Applicant’s Tribal Enrollment Card**

**2. \_\_\_\_\_ Copy of Applicant’s Picture ID**

**3. \_\_\_\_\_ Copy of Social Security Cards for all household members**

**4. \_\_\_\_\_ Copy of Birth Certificates for all household members age 16 or older**

**5. \_\_\_\_\_ Proof of income for all household members**

**6. \_\_\_\_\_ Copy of bank statements of all household members**

**7. \_\_\_\_\_ Criminal Record Check (by LTNC)**

**8. \_\_\_\_\_ Copy of official high school/college transcripts (to include GPA)**

**9. \_\_\_\_\_ Copy of letter acceptance from college/university.**

**10. \_\_\_\_\_ Copy of the bill or invoice from University.**

**11. \_\_\_\_\_ Copy of billing for housing from University or lease agreement from landlord**

**12. \_\_\_\_\_ Copy of documentation of scholarships that has been award.**

\*\***Application will not be processed until ALL documents are obtained by the Housing Department**

**\*\*APPLICATIONS ARE TAKEN ON MONDAY – FRIDAY 8AM-4:30PM**