

The following information must be provided when you apply at a Citibank branch:

- 1. Banking Reference Criteria**

The applicant must meet **ONE** of the following banking reference criteria:

 - a.) A screen print of Citibank checking/saving account balance. (Screen Print **must** show account number, account opening date and current account balance.)
 - b.) 3 months banking statements of another bank (translate into English if foreign bank).
- 2. Student I.D.**

The applicant must provide a copy of the student I.D.
- 3. Passport**

The applicant must provide a copy of the passport (including picture I.D., issuance date and expiration date).
- 4. Address Verification**

The applicant must provide a copy of **ONE** of the following for address verification. The document must be in the applicant's name and must contain an address that matches the application mailing address where the card will be mailed to.

 - a.) A lease agreement or an address verification letter. Personal banker should verify the address with a verified phone number by following the procedure stated in the Application Instructions (Step 6). A signed consent form is required when either of these documents is given.
 - b.) A Citibank checking/savings account screen print that shows the account number, account opening date and a local address. This applies only for applicants who have had an open Citibank Checking/savings account for more than 6 months AND whose local U.S. address has not changed during the past 6 months. (Review customer profile note to confirm.)
 - c.) A utility bill (the statement date should not be more than 60 days old).
 - d.) A telephone bill (a cell phone bill is NOT acceptable and the statement date should not be more than 60 days old).
 - e.) A print-out of the university's student information system website made by a personal banker showing the applicants name and his or her local address.
 - f.) A valid government-issued ID (such as US Driver's License, state-issued ID, or US Military ID) which shows the mailing address.
- 5. Address Verification through Personal Banker**

If a lease agreement or an address verification letter is used (Step 5a) the Personal Banker has to perform address verification as follows: (If a Citibank checking/savings account is opened at the same time address verification only has to be performed once.)

 - a.) Verify the date on the lease agreement
 - b.) All lease agreements must be valid at the time of the application.
 - c.) Applications should not be submitted prior to the start of the lease term.
 - d.) If the lease agreement is valid, proceed to verify the address with a verified telephone number
 - e.) Have the applicant sign a consent form, which will allow us to verify his/her address with the landlord or the leasing office.
 - f.) Verify the landlord or the leasing office telephone number by using an independent third party source such as the phone book, the Internet, directory assistance, etc.
 - g.) Call the landlord or leasing office and verify the address. Have applicant provide verbal consent to landlord or leasing office, or if necessary fax the signed consent form. Please note that only the landlord or leasing office can verify an address. If they cannot verify an address, the lease is not valid for address verification.
 - h.) A lease agreement which is not under the applicant's name will follow the same steps.
 - i.) If an address verification letter is provided by on-campus or off-campus housing, verify the address with a verified phone number by following the same steps of the lease agreement verification.