Requirements and Guidelines for the Verification Documents: **DUE MAY 15, 2015**

✓ **Please make sure to write your Name & SUA ID on every document/page that you submit.**

**Income/Tax Documentation:**

- Always submit the original income/tax document with the officially translated document.
- Cover any income from January 1, 2014 through December 31, 2014\(^1\).
- Be officially translated and signed/stamped by the official translator\(^2\).
- Be converted into U.S. dollars using the currency conversion rate table provided\(^3\).
- Show the gross income and taxes.
- Show the rate of conversion used on the translated document.

**Bank Statements:**

- Always submit the original document with the officially translated document.
- Submit your most current bank statement from either February, March or April.
- Be officially translated and signed/stamped by the official translator\(^2\).
- Be converted into US Dollars using the currency conversion rate table provided or the rate your bank provided on the statement\(^3\).
- Show the rate of conversion used on the translated document.

**Income translation and conversion instructions for students and parents:**

\(^1\)The taxable income period is one calendar year starting January 1\(^{st}\) 2014. Some countries use a different taxable year such as June 1\(^{st}\) 2013 to May 31\(^{st}\) 2014. If this is the case, use the most recent 12-month period.

\(^2\)The term "officially translated" means that you have employed the services of a bank, accountant, or translation service or similar to perform your translation. You and/or a family member **cannot** do the translation or the conversion.

\(^3\)The translated document must list the total income for 2014 in both your native currency and US dollars using the exchange rate table provided on the IRS website: [www.irs.gov/Individuals/International-Taxpayers/Yearly-Average-Currency-Exchange-Rates](http://www.irs.gov/Individuals/International-Taxpayers/Yearly-Average-Currency-Exchange-Rates). The currency conversion for the bank statement **may** be the one used by the bank for the day the statement was printed. Additionally, the currency conversion rate and date of the rate used must be included on the documents.