

CITIZENSHIP INFORMATION WORKSHEET

Name _____

Student ID# _____

Email Address _____

Phone Number _____

Why do I have to submit this information to your office?

The Department of Education requires students to be a U.S. citizen or eligible non-citizen to be eligible to receive financial aid. The Department of Education will perform a database match with the Social Security Administration (SSA) and the Department of Homeland Security (DHS) to determine your citizenship status.

If your citizenship or eligible non-citizen status could not be confirmed, you will have to submit original documentation to the Financial Aid Office. **If you are unable to submit this documentation in person, you may photocopy and mail or scan and email your citizenship and/or immigration status documentation along with a completed Certification of True Copy form.**

We will use the documentation you submit to verify that you qualify for financial aid for the academic year. You will not be awarded financial aid until your eligibility is determined.

What do I need to turn in to satisfy this requirement?

If you are a U.S. Citizen present an original of the following to the Financial Aid Office in person:

<input type="checkbox"/> U.S. Birth Certificate
<input type="checkbox"/> Valid U.S. passport
<input type="checkbox"/> Certificate of Citizenship (N-560 or N-561)
<input type="checkbox"/> Certificate of Naturalization (N-550 or N-570)
<input type="checkbox"/> Consular Report of Birth Abroad (form FS-240)
<input type="checkbox"/> Certificate of birth issued by a foreign service post (form FS-545)
<input type="checkbox"/> Certification of Report of Birth (DS-1350)

If you are an eligible non-citizen present an original of the following to the Financial Aid Office in person:

<input type="checkbox"/> Permanent Resident Card (form I-551 since 1997)
<input type="checkbox"/> Resident Alien Card (form I-551 before 1997)
<input type="checkbox"/> Alien Registration Receipt Card (form I-151 issued prior to June 1978)
<input type="checkbox"/> Arrival-Departure Record (form I-94) with the INS Stamp. The following statuses are allowed: <ul style="list-style-type: none"> <input type="checkbox"/> Refugee <input type="checkbox"/> Asylum Granted <input type="checkbox"/> Paroled (must confirm minimum of one year and status has not expired) <input type="checkbox"/> Conditional Entrant (valid only if issued before April 1, 1980) <input type="checkbox"/> Cuban/Haitian Entrant, status pending
<input type="checkbox"/> T-Visa (T-1, T-2, T-3) AND a Certificate or Eligibility Letter from the Department of Health and Human Services designating "Victim of Human Trafficking"

Please note: the following are NOT acceptable as proof of eligible non-citizen status:

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| <ul style="list-style-type: none"> • Employment Authorization Card or Documents (I-688A, I-688B or I-766) • B-1 or B-2 Visitor Visa • F-1, F-2 or M-1 Student Visa • N (NATO) Visa • A2 or A3 Visas (foreign official, including attendants) • H or L series Visa (which allow temporary employment in the U.S.) • J-1, J-2 Exchange Visitor Visa | <ul style="list-style-type: none"> • G Series Visa (pertaining to international organizations) • Notice of Approval to Apply for Permanent Residence (I-171 or I-464) • Period of Adjustment Letter/Receipt • Application for permanent resident status (not yet approved) • U Visa holders (form I-918) • Deferred Action for Childhood Arrivals (DACA) • Family unity status individuals who have an approved I-817 application |
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What else can I do to satisfy this requirement?

If there is an error regarding your Social Security Number (SSN) or Alien Registration Number (A#) on your FAFSA, you can correct the number on your FAFSA and the data will be matched against the SSA or DHS database again. If you pass the database match with your corrected FAFSA, you will not have to submit the documentation to our office. However, you should notify our office that you have made the correction so we can update your requirement.

CERTIFICATION OF TRUE AND EXACT COPY OF ORIGINAL DOCUMENTS

Name	Student ID#
Email Address	Phone Number

This form is for the collection of DHS or other U.S. citizenship/nationality documents from students unable to present their documents in person.

I certify that I, _____, am the individual signing this statement, and I am providing a copy of my documents **along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness).**
(Print Name)

I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

List of document(s):

Name of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID

Name of Citizenship and/or Immigration Document(s)	Expiration Date (if any) of Citizenship and/or Immigration Document(s)

By signing below, I (we) certify that all information provided on this form and any supporting documentation I have submitted is complete and correct to the best of my knowledge. I understand if I purposely give false or misleading information, I may be fined, sentenced to prison, and/or removed from school. Applications suspected to contain fraudulent information will not be awarded federal financial aid.

Signature: _____ Date: _____