

CITIZENSHIP DOCUMENTATION

It has been requested by the Federal Processor that this office confirm your citizenship status as determined by the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS). So that this office can continue to process your Federal Financial Aid Application and confirm your eligibility for Federal Financial Aid, please submit the requested documentation that relates to your current citizenship status. Please include the student's name and Student Identification Number on every document submitted to our office.

CITIZENSHIP STATUS	ACCEPTABLE DOCUMENTATION
Citizen born in the U.S.	<i>Birth Certificate</i> – Must show student was born in the United States. <i>U.S. Passport</i> – Must be signed.
Citizen NOT born in the U.S.	<i>Certification of Citizenship</i> – Must have student's name and application number, certificate number, and the date the certificate was issued. <i>Certification of Naturalization</i> – Must have student's name and petition number, certification number, Alien Registration Number, name of the court (date) where naturalization occurred. <i>Certificate of Birth Abroad (form FS-545, DS- 1350, or FS -240)</i> – Must have embossed seal reading "United States of America" and "State Department". <i>U.S. Passport</i> – Must be signed. <i>Form G- 845</i> <i>DHS Document Verification Request</i>
Non-Citizen National	<i>U.S. Passport</i> - stamped Non-Citizen National.
Permanent Resident of the Trust Territory of the Pacific Islands.	<i>Passport from the Trust Territory.</i>
Permanent Resident of the Northern Mariana Islands.	<i>Passport from the Northern Mariana Islands.</i>
U.S. Permanent Resident	<i>Permanent Resident Card (Form I-551 or I-151)</i> <i>Passport</i> - stamped "Processed for I-551 ... valid until _____." <i>Departure Record (I-94)</i> – with appropriate stamps: <ul style="list-style-type: none"> - Admitted as a refugee or status changed to refugee - Asylum status granted...valid until_____. - Indefinite Parole or Humanitarian Parole - Cuban-Haitian Entrant – Status Pending - Temporary Form I-1551 ... - Conditional Entrant (not valid if shows admission to the U.S. after March 31, 1980). <i>Form G-845</i>
Conditional Permanent Resident	<i>Form I-1551</i> - with 'C' in front of the admission code and valid expiration date on back.
Person in the U.S. for other than a temporary purpose with the intention of becoming a citizen or permanent resident.	<i>Departure Record (I-94)</i> - (see U.S. Permanent Resident for appropriate stamps). <i>Form G-845.</i>

NOTE: All non-citizens who have not had their citizenship status verified through the Department of Education match with the USCIS must submit documentation to our office of their status. We are required to send this documentation to the Department of Homeland Security along with a G-845 form to confirm eligible non-citizenship status before any financial aid can be released.

Forms I- 668A, I-181A are not acceptable as documentation of eligible non-citizen status.