



OFFICE OF STUDENT FINANCIAL AID
2023-2024 Documentation of Citizenship or
Eligible Non-Citizen Status

A review by the U.S. Department of Education of your records with the Department of Homeland Security (DHS) [formerly known as the U.S. Department of Immigration and Naturalization (INS)] **and/or** the Social Security Administration indicates that you must confirm your U.S. citizenship or eligible non-citizen status in order to qualify for Federal Financial Aid.

Below is a list of acceptable documentation which you may submit to confirm your U.S. citizenship or eligible non-citizen status. In addition, some documents are valid through a certain date. If you submit a document which has an expiration date, additional documentation may be requested in subsequent years.

SUBMIT COPIES OF BOTH FRONT AND BACK OF ALL DOCUMENTS.

- A. U.S. Birth Certificate or U.S. Passport (If student is a Non-citizen, the U.S. Passport must be stamped "Non-citizen national")
- B. Certification/Report of Birth Abroad (Form FS-545, DS-1350, or FS-240), must have embossed seal "United States of America" and "State Department"
- C. Certificates of Citizenship must have student's name, certificate number, and the date the certificate was issued. (Older versions of these documents advise not to photocopy them. However, the DHS permits photocopying if done for lawful purposes, i.e. applying for financial aid.)
- D. Certificates of Naturalization must have student's name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred. (Older versions of these documents advise not to photocopy them. However, the DHS permits photocopying if done for lawful purposes, i.e. applying for financial aid.)
- E. Permanent Resident Card (Form I-551) or Alien Registration Receipt Card (Form I-151)
- F. Foreign passport must be stamped "processed for I-551" with expiration date.
- G. Arrival-Departure Record (Form I-94) for permanent resident status must be stamped "processed for I-551" with expiration date or "Temporary Form I-551" with application information filled in.
- H. Arrival-Departure Record (Form I-94) for eligible non-citizens, must be stamped:
 - 1. Refugee
 - 2. Asylum Status
 - 3. Conditional Entrant (before April 1, 1980)
 - 4. Parolee
 - 5. Cuban Haitian Entrant
- I. Completed application for Verification of Information from Immigration and Naturalization Service Records (Form G-845S)

Please Note: If you are not classified by DHS into one of the above categories or cannot provide the related documentation, you will not be eligible for financial aid.