



**OFFICE OF FINANCIAL AID**

120 East 149<sup>th</sup> Street, Savoy Building  
RM B-115 Bronx, NY 10451  
Tel: (718) 518-6555, Fax: (718) 518-4430

**Citizenship Certification 2015-2016**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Four Digits of SSN: \_\_\_\_\_

EMPL ID: \_\_\_\_\_

The U.S. Department of Education was unable to confirm your citizenship status with the information you reported on your Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA. In order to verify that you meet eligibility requirement for federal student aid, you must provide the Financial Aid Office with documentation that shows your citizen or eligible noncitizen status. If required, submitted documentation will be forwarded to the U.S. Citizenship and Immigration Services (USCIS) to verify you non-eligible status. (the process takes generally three weeks)

I certify that I am in the following category:

- U.S. Citizen or U.S. National – you must submit your Birth Certificate, U.S. Passport, Certificate of Citizenship (N-560 or N561), Certificate of Naturalization (N-550 or N-570) or Certificate of Birth Abroad (FS-545, DS-1350) or Report of Birth Abroad (FS-240). **(No secondary verification needed from INS)**  
**Note: Upon becoming a U.S. citizen, you must update your status with the Social Security Administration.**

- Eligible non-citizen falling into one of the following categories:

- U.S. Permanent Resident with an Alien Registration Receipt Card (ARC) - You must submit your ARC I-151 or I-551.

- Conditional Permanent Resident – You must submit your ARC I-551C

- Eligible non-citizen with an Arrival Departure Record – you must bring your I-94 from the Department of Homeland Security showing any of the following designations.

- Refugee
- Asylum Granted
- Paroled for minimum of 1 year
- Cuban-Haitian Entrant
- Conditional Entrant

- Other eligible non-citizen status falling into one of the following categories:

- Victims of Human Trafficking
- Battered immigrants-qualified Aliens

- None of the above (Must see a Financial Aid Counselor)

Non-Discrimination Notice - Hostos Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and/or activities. Inquiries regarding the College’s non-discrimination policies can be directed to: Compliance Officer Michele Dickinson (Room A-336) at 718-518-4284 or [mdickinson@hostos.cuny.edu](mailto:mdickinson@hostos.cuny.edu)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Summary Chart of Acceptable Documentation

*As an alternative for a student who is having trouble obtaining replacement DHS documents, the student may use a G-639 to request photocopies of the original documentation.*

<b>Citizen Not Born in the United States</b>	
Certificate of Citizenship	Must have student's name, certificate number and the date the certificate was issued
Certificate of Naturalization	Must have student's name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred
"Certification of Birth Abroad" Form FS-545, DS 1350, or FS-240, "Report of Birth Abroad"	Must have embossed seal "United States of America" and "State Department"
U.S. Passport book or card	Current or expired OK; limited passport not OK
<b>Non-Citizen National</b>	
U.S. Passport book or card	Must be stamped "Noncitizen National"
<b>Permanent Resident</b>	
"Permanent Resident Card" Form I-551, or the "Alien Registration Receipt Card" Form I-151	OK if not expired at the time of confirmation
Unexpired Foreign Passport	Must be stamped "Processed for I-551" with expiration date May have Machine Readable Immigrant Visa (MRIV) with admission stamp and following statement "Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year"
"Arrival Departure Record" Form I-94	Must be stamped "Processed for I-551" with expiration date, or "Temporary Form I-551," with appropriate information filled in
U.S. Travel Document	Must be annotated with "Permit to Reenter Form I-327 (Rev. 9-2-03)."
<b>Other Eligible Non-Citizen</b>	
"Arrival Departure Record" Form I-94	Must be stamped Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant
<b>Victims of Human Trafficking</b>	
HHS Certification or Eligibility Letter or T-Visa (if spouse or child of HTV)	Status must be verified each year by confirmation phone call to HHS
<b>Battered immigrants-qualified Aliens</b>	Form I-797 Notice of Action approval or prima facie letter or immigration judge's court