



OFFICE OF FINANCIAL AID

120 East 149th Street, Savoy Building
RM B-115 Bronx, NY 10451
(718) 518-6555

Citizenship Certification

Student’s Full Name: _____

Last Four Digits of SSN: _____

EMPL ID: _____

According to the U. S. Department of Education, you must provide documentation which shows that you are a citizen or an eligible noncitizen to satisfy eligibility requirements for student financial aid.

When you submit acceptable documentation, as described below to the Financial Aid Office, if required, we will forward the documents to the Immigration and Naturalization Service to verify its authenticity. We will continue to review your application when Immigration and Naturalization Service (INS) responds to us (generally within 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)**
- 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
 - Other 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
- None of the above (Must see a Financial Aid Counselor)

If you have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464) or if you are in the U.S. on an F1 or F2 student visa, or a B1, B2 visitor visa, J1 or J2 exchange visa, or a G, H, L series visa, or if you have been granted Deferred Action for Childhood Arrivals (DACA), you are not eligible for federal student aid and must check this line (line c).

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.

Citizen Not Born in the United States	
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
Non-Citizen National	
U.S. Passport book or card	Must be stamped "Noncitizen National"
Permanent Resident	
"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)."
Other Eligible Non-Citizen	
"Arrival Departure Record" Form I-94	Must be stamped Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant
Victims of Human Trafficking	
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
Battered immigrants-qualified Aliens	Form I-797 Notice of Action approval or prima facie letter or immigration judge's court