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 during the database match process, you will have to submit original documentation of your status in person to the Financial Aid Office. We will use the documentation you submit to verify that you qualify for financial aid for the academic year.

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

If you are a U.S. citizen provide an original of one of the following to the Financial Aid office in person:

- Birth certificate showing you were born in the U.S.
- Valid U.S. passport  *(Note: You may not use passport for both Proof of Photo ID and Citizenship Documentation)*
- Certificate of Citizenship
- Certificate of Naturalization
- Consular Report of Birth Abroad (form FS-240)
- Certificate of birth issued by a foreign service post (form FS-545)
- Certification of Report of Birth (DS-1350)

If you are an eligible non-citizen provide an original of one of the following to the Financial Aid office in person:

- Social Security Card  *and*
- Permanent, current, and valid
  - Permanent Resident Card (Form I-551 since 1998)
  - Resident Alien Card (Form I-551 before 1998)
  - Alien Registration Receipt Card (Form I-151 issued prior to June 1979)
  - Arrival-Departure Record, Form I-94 (with parole refugee or asylee stamp)
  - Valid passport stamped “Processed for I-551” with an expiration date

What if I cannot come to the office to drop off the documents in person?

If you are unable to submit this documentation in person you may photocopy & mail, scan & email, or fax your citizenship and/or immigration status documentation along with the completed Citizenship Affidavit Form on page 2.

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 any documentation to our office. However, you should notify our office that you have made the correction so we can update your requirement.

If you are a U.S. citizen you must notify the SSA of your status. Once the SSA has updated your record, you will be able to pass the SSA database match when your FAFSA is reprocessed. If you pass the database match you will not have to submit any documentation to our office. Also, you will now pass the SSA database match in future years. However, you should notify our office that you have made the correction so we can update your requirement.

Questions? If you need further assistance, please call our office at (336) 334-5702. We are available to answer questions about this process or any other financial aid questions with which you need assistance. You will need to enter the student ID and UNCG PIN into the phone system in order to authenticate your identity and allow our counselors to give you specific information about the student’s account over the telephone.
Citizenship Affidavit
Submit this form to
UNCG Financial Aid Office

Student Name: _______________________________  Student ID: ________________

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality
documents from students who are unable to present their original documents in person to the UNCG Financial Aid
Office.
I certify that I, __________________________________, am the individual signing this statement, and I am providing
(Print student’s full name)
copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait
(or likeness) i.e. State issued driver’s license.
I certify that the attached documents and government issued photo identification are the true, exact, and complete
copies of the originals issued to me.

________________________________________
Student’s signature

Please submit this form to the UNCG Financial Aid Office. You may photocopy & mail, scan & email, or fax your
citizenship and immigration status documentation. Make sure to include all items listed below:

☐ This Affidavit with notary public stamp. (Notary will complete box below)
☐ A copy of your citizenship and immigration status document. (Note: You may not use your passport as both
Citizenship Documentation and Proof of Photo ID)
☐ Photocopy or scanned image of your government-issued photo identification card.(e.g.State issued Driver’s License)

Below to be completed by a notary public:

Notarization: I certify that (student’s name) ________________________________________________ personally
appeared before me on this date ____________________________, and acknowledged to me that he or she
voluntarily signed the foregoing document.

Notary Public name: ____________________________  My Commission expires: ____________________________

Notary Public Signature: ____________________________  (Official Notary Seal)