

CITIZENSHIP INFORMATION SHEET

P.O. Box 26170
Greensboro, NC 27402-6170
Phone: 336-334-5702
[https://fia.uncg.edu/upload-documents/
Document Uploader](https://fia.uncg.edu/upload-documents/Document-Uploader)
finaid@uncg.edu | <http://fia.uncg.edu>
Federal School Code: 002976



**UNC
GREENSBORO**
Financial Aid Office

Keep for your Records - Do not Return

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 performs a database match with the Social Security Administration (SSA) and the Department of Homeland Security (DHS) to determine your citizenship status upon completion of your FAFSA.

If your citizenship or eligible non-citizen status could not be confirmed during the database match process, you must 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 the required documentation in person, you may submit a completed Citizenship Affidavit (page 2), as well as copies of your citizenship and immigration status documentation. You can submit the above requirements via fax, mail, or upload your documents through UNCGenie.

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. 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. Please have the student ID and UNCG PIN available 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

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**UNC
GREENSBORO**
Financial Aid Office

Submit this form to the UNC Greensboro 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
copies 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: _____ Date: _____

Please submit this form to the UNCG Financial Aid Office. You can submit copies of your citizenship and immigration status documentation via fax, mail, or upload your documents through UNCGenie.

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)

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)