U.S. CITIZENSHIP & ELIGIBLE NONCITIZENS INFORMATION SHEET

UNC GREENSBORO
Financial Aid *and* Scholarships

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 if you have an eligible status upon completion of your FAFSA.

If your citizenship or eligible non-citizen status could not be confirmed using FAFSA's database match process, you must submit original documentation of your status, in person, to the Financial Aid Office. We will use this documentation 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 of **ONE** of the following to the Office of Financial Aid and Scholarships in person:
- A copy of the student's birth certificate showing that the student was born in the U.S.
- U.S. passport, current or expired, *(Note: You may not use passport for both Proof of Photo ID and Citizenship Documentation)*
- A wallet-sized passport card, issued by the State Department
- A Certificate of Citizenship (N-560 or N-561)
- A Certificate of Naturalization (N-550 or N-570)
- 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)
- Proof of Child Citizenship Act (CCA)

If you are an **ELIGIBLE NON-CITIZEN** provide an original of **ONE** of the following to the Office of Financial Aid and Scholarships in person:
- Permanent Resident Card (Form I-551 since 1997)
- Resident Alien Card (Form I-551 before 1997)
- Alien Registration Receipt Card (Form I-151 issued prior to June 1979)
- Arrival-Departure Record (Form I-94 or I-94A 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 and a valid government issued photo ID. You can submit these requirements by uploading your documents through UNCGenie or by mail.

What else can I do to satisfy this requirement?
- If there is an error regarding your Social Security Number (SSN) or Alien Registration Number (ARN) on FAFSA, you may correct this number on FAFSA and this updated 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.

CITIZE 2324; 2/21/23

CITIZENSHIP AFFIDAVIT

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Document Uploader go.uncg.edu/qe774o
Federal School Code: 002976

UNC GREENSBORO
Financial Aid
and Scholarships

Student Name: _____   Student ID: _____
   Last   First   Middle

SECTION A: Identity Verification

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. The student must submit this notarized form to the UNCG Financial Aid Office, accompanied by the student's citizenship and immigration status document and unexpired government issued photo ID. Note: You may not use your passport as both Citizenship Documentation and Proof of Photo ID.

Check List For Submission:

☐ Citizenship and Immigration Status   ☐ Government Issued Photo ID   ☐ Notarized Affidavit
   (make sure it is signed)   (must be unexpired)

SECTION B: To Be Completed By A Notary Public

The student must sign, <u>in the presence of a Notary Public</u>, the following:

I certify that I, _____, am the individual signing this statement and I am providing
                          (Print Student's 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 document and government issued photo identification are the true,

exact, and complete copies of the originals issued to me.

Student's Signature: _____

Date: _____

Signature of Notary Public: _____

Print Name of Notary: _____

Date commission expires: _____   (notary stamp)

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