

Confirmation of Citizenship Status

Document Submission:

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Overview

When applying for financial aid with the Department of Education (ED), the Department of Homeland Security or the Social Security administration flagged your account for review of your citizenship status. The Office of Financial Aid is required by law to confirm citizenship status before federal/state aid can be applied to your account. **When submitting documentation, include your student name and Campus-Wide Identification (CWID) number.**

Acceptable Documentation

All documents must be typed on agency letterhead. Handwritten documents are not acceptable. Only **one** of the following documents is required:

- U.S. Birth Certificate
- Current or expired U.S. Passport
- U.S. Passport Card
- FS-240 (Report of Birth Abroad of a Citizen)*
- FS-545 (Certificate of Birth issued by a foreign service post)*
- DS-1350 (Certificate of Birth)*
- N-560 or N-561 (Certificate of Citizenship issued to those who derive U.S. citizenship through a parent)
- N-550 or N-570 (Certificate of Naturalization issued by the USCIS or a federal or state court)
- Proof of Permanent Residency ("Green Card")

**These documents are generated by the State Department and include an embossed seal with the words "United States of America" and "State Department."*

If you do not have any of the items listed above, please contact the Office of Financial Aid directly.

Disbursement Details

As required by ED, our office may forward your documentation to the United States Citizenship and Immigration Services (USCIS) Department for validation. This may take up to 15 business days to process. Payment of financial aid to your account will be delayed until we receive confirmation from the USCIS.