



Financial Aid Office

2400 Ridge Road • Berkeley, CA 94709-1212 • Ph: (510) 649-2469
Email: finaid@gtu.edu • Web: <http://gtu.edu/admissions/financial-aid>

Verification of Citizenship Status

Based on the review of your FAFSA results (Student Aid Report Comment Codes 046, 068, 105, 109, 141 or 142), the Department of Homeland Security (DHS) was unable to verify your status as a U.S. citizen or eligible non-citizen. We are required by the U.S. Department of Education to confirm your status in order to determine financial aid eligibility. Please provide the documentation below that applies to your status within 14 business days. Please bring original documents and if you are unable to, you may use the affidavit on page 2 to validate your copies.

Student's Name: _____ **Student ID#/SSN:** _____

Citizenship Status	Required Documents
<input type="checkbox"/> U.S. Citizen	SUBMIT ONE the following: <input type="checkbox"/> Copy of your U.S. Birth Certificate <input type="checkbox"/> Copy of your U.S. Passport/Passport Card (must be signed)
<input type="checkbox"/> U.S. Naturalized Citizen	SUBMIT ONE of the following: <input type="checkbox"/> Copy of your U.S. Passport/Passport Card (must be signed) <input type="checkbox"/> Copy of your Certificate of Birth Abroad (FS-240, FS-545, or DS-1350) <input type="checkbox"/> Copy of your Certificate of Citizenship (N560, N561) (must be signed) <input type="checkbox"/> Copy of your Certificate of Naturalization (N550, N570) (must be signed)
<input type="checkbox"/> U.S. Permanent Resident	SUBMIT ONE of the following: <input type="checkbox"/> Copy of your Alien Registration Receipt/Resident Alien/ Permanent Resident/Conditional Permanent Resident card (I-551, electronic form I-94, electronic form I-94A. I-94 and I-94 electronic forms may be found at https://i94.cbp.dhs.gov/I94/) <input type="checkbox"/> Copy of your Foreign passport with I-551 endorsement <input type="checkbox"/> Electronic copy of your Arrival/Departure Record I-94 with I-551 endorsements
<input type="checkbox"/> Other Eligible Non-Citizen: I-94 designated as "Refugee"; "Asylum Granted"; "Parolee" or "Cuban-Haitian Entrant;" or "Conditional Entrant"*	SUBMIT ONE of the following: <input type="checkbox"/> Copy of your Arrival/Departure Record (electronic form I-94, electronic form I-94A or I-571 with proper endorsements, I-327. I-94 and I-94 electronic forms may be found at https://i94.cbp.dhs.gov/I94/) After we receive your documents we will send them to the Department of Homeland Security (DHS) for verification of your status. It can take up to 8 weeks for DHS to respond
<input type="checkbox"/> Victim of Human Trafficking -OR- Battered Immigrant-Qualified Alien	SUBMIT ONE of the following: <input type="checkbox"/> Copy of your eligibility letter from Health & Human Services (HHS) or a T-visa <input type="checkbox"/> Copy of your I-797, Notice of Action form from US Citizenship & Immigration Services (USCIS), with a valid expiration date verifying financial aid eligibility.

By signing this form, I certify that all information is complete and correct and all required documentation, including attachments, are true to the best of my knowledge.

It is the policy of the GTU that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran's status, shall be discriminated against in employment, in educational programs and activities, or in admission to the institution.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Signature: _____ **Date:** _____

GTU Financial Aid Office Use Only

Original ID presented and copy attached

Signature of Financial Aid Administrator

Date



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Citizenship Documentation Affidavit

Who should complete this form?

Students unable to present their original DHS or other U.S. citizenship documents in person to the GTU Financial Aid Office should complete this form. The completed form and copies of the required documents must be mailed within 14 business days. Faxes and emails will not be accepted.

What is a notary and how do I find one?

Notaries public are state-certified individuals who witness and verify the signing of official documentation. A Notary's duty is to screen the signers of important documents for their true identity, their willingness to sign without duress or intimidation, and their awareness of the contents of the document. Notaries can be found by visiting banking and financial institutions, contacting a local town hall, city hall or county courthouse, nearby printing or shipping businesses or online notary directories.

I certify that I, _____, am the individual signing this statement, and I am
Full legal name

providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness). I certify that the attached documents and government-issued photo identification are true, exact, and complete copies of the originals issued to me.

Name of valid photo ID: _____ Expiration Date _____ Issuing authority _____

Name of citizenship and/or immigration document(s): _____ Expiration Date (if applicable) _____

Notary's Certificate of Acknowledgement

State of _____ City/County of _____ on _____, Date

before me, _____,
Notary's name

personally appeared, _____
Printed name of applicant

and proved to me on the basis of satisfactory evidence of identification

_____ signed the foregoing instrument.

Type of valid unexpired government-issued photo ID provided

WITNESS my hand and official seal _____
Notary signature Date commission expires

SEAL