



2024-2025 DHS Secondary Confirmation of Citizenship Form

Section A – Student Information (Please print clearly)

Last Name First Name M.I. Email

What you should do:

1. Complete this entire worksheet. Answer all questions and sign the form.
2. Submit all documents together.

Students with Deferred Action for Childhood Arrivals (DACA) status are NOT eligible for Title IV aid.

Section B – DHS Citizen Confirmation

To continue processing your financial aid application, the U.S. Department of Education requires us to verify citizenship status. Complete this worksheet and provide the requested documentation. Provide one of the following:

U.S. Citizenship Documentation

- Copy of U.S. Birth Certificate, U.S. passport, or U.S. passport card
- Copy of Consular Report of Birth Abroad (FS-240), Certificate of Birth Abroad of U.S. Citizen (FS-545), or Certification of Report of Birth (DS-1350)
- Copy of Certificate of Citizenship (N-560 or N-561) or Certificate of Naturalization (N-550 or N-570) issued by USCIS

Eligible Non-Citizen Documentation

- Original, unexpired, Alien Registration Receipt Card (I-151), Resident Alien Card/Permanent Resident Card (I-551), or conditional Resident Alien Card (I-551, I-94, or I-94A)
- Original Arrival/Departure Record (I-94) or Departure Record (I-94A) with the endorsement “Processed for I-551.....” with valid expiration date and appropriate information
- Original, unexpired foreign passport with I-551 endorsement
- Original documentation showing designation of status as Refugee, Asylum Granted, Parolee or Cuban-Haitian Entrant or Conditional Entrant (I-94, I-94A, or I-571 with proper endorsements)

Victim of Human Trafficking or Battered Immigrant-Qualified Alien

- A copy of eligibility letter from Health and Human Services (HHS) or a T-visa
- A copy of 1-797, Notice of Action form from USCIS, with a valid expiration date verifying financial aid eligibility

Section C – Student Signature

IMPORTANT: Return this form to Student Financial Aid and Scholarships. When submitting documentation:


1. Clearly print UIN on every page.
2. Include signatures.

I certify that the information provided with this form and any attachments are true and correct.

Student's Signature

Date

NOTE: Signatures cannot be typed or stamped. They must be a signature.

ENTER YOUR 9-DIGIT UIN 

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