Proof of Citizenship Requirement

Proof of Citizenship Overview

When applying for financial aid with the Department of Education (DOE), 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 a student’s account.

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
- Valid U.S. Passport
- FS-240 (Report of Birth Abroad of a Citizen of the United States)*
- FS-545 (Certificate of Birth – Foreign Service)*
- DS-1350 (Certificate of Birth)*
- Certificate of Naturalization from the INS
- Certification of Citizenship from the INS
- Proof of Permanent Residency

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

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

Submission Process

When submitting a document via email or fax, please include your student name and Campus-Wide Identification (CWID) number with the submitted document. Office contact information can be found above. Documents without a CWID will not be accepted.

Under certain circumstances our office may forward your submitted documentation to the United States Citizenship and Immigration Services (USCIS) Department for validation. This may take up to 15 business days to process. Disbursement of financial aid to your account will be delayed until we receive confirmation from the USCIS.

Please email, fax, or hand in the requested document via the contact information provided above. Email is preferred for documentation purposes.