

Financial Aid: Acceptable Documentation to Confirm U.S. Citizen/Eligible Non-Citizen Status

According to the U. S. Department of Education, you must provide documentation which shows that you are a U.S. citizen, permanent resident, or an eligible noncitizen to satisfy eligibility requirements for federal student aid. When you submit acceptable documentation, as described below to NOVA, we will ask the United States Citizenship and Immigration Service (USCIS) to verify its authenticity. We will continue to review your application when USCIS responds to us (generally within three weeks). Since Northern Virginia Community College (NOVA) has shifted to remote learning for students due to the coronavirus (COVID-19) outbreak, you do not have to appear in person at a NOVA [Campus Financial Aid Office](#) to show your original citizenship documentation. **Instead, please submit the [Financial Aid: Verification of Immigration and Citizenship Status \(Notarized\) form](#) and follow directions on the form to submit your citizenship/immigration documents.**

U.S. CITIZEN**SUMMARY OF ACCEPTABLE DOCUMENTATION**

U. S. Passport or U.S. Passport Card - A current or expired U.S. passport is acceptable documentation of U.S. citizenship. However, "limited" passports which are typically issued for short periods such as one year are NOT acceptable documentation.

Certificate of Citizenship (Form N-560 or N-561) - Must have the student's name, certificate number, and the date the certificate was issued.

Certificate of Naturalization (Form N-550 or N-570) - Must have the student's name, certificate number, Alien Registration Number, and the name of the court and date where naturalization occurred.

Form FS-545 (Certificate of Birth issued by a foreign service post)

Form DS-1350 - The State Department stopped issuing Certifications of Report of Birth (Form DS-1350) on 12/31/10; however, all previously issued DS-1350 forms are still valid proof of U.S. citizenship.

Form FS 240 (Consular Report of Birth Abroad) - Must have embossed seal of the State Department. Form FS-240 costs \$50 and may be obtained by contacting: U.S. Department of State, Passport Services, Vital Records Section, 1150 Passport Services Pl, 6th Floor, Dulles VA 20189-1150. Their phone number is (202) 485-8300.

Birth Certificate from the U.S. or a U.S. Territory - Birth certificate showing the student was born in the United States or in Puerto Rico (on or after 1/13/41), Guam, U.S. Virgin Islands (on or after 1/17/17), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.

PERMANENT RESIDENT

Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997)

Alien Registration Receipt Card (Form I-151 issued prior to June 1978) – This is acceptable documentation of permanent residence to receive FSA funds even though the holder should have it replaced with a newer card.

CBP Form I-94 or I-94A – Acceptable if it has a currently valid expiration date and contains the endorsement, "Processed for I-551" or a Temporary Form I-551 with the appropriate information filled in.

Machine Readable Immigrant Visa (MRIV) - The MVIR will appear in the holder's foreign passport. The foreign passport must be unexpired and endorsed with a U.S. CBP admission stamp and the statement, "Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year."

Foreign Passport - Can document permanent resident status if it has the endorsement, "Processed for I-551" and has a currently valid expiration date.

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NONCITIZEN NATIONAL

U.S. Passport – Stamped “Noncitizen National” is acceptable documentation.

CONDITIONAL RESIDENT ALIEN

Conditional resident aliens are considered eligible noncitizens. Their documentation cannot be expired and it may include a valid I-551C, I-94, I-94A, or a passport with an MRIV bearing the statement, “Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year.”

OTHER ELIGIBLE NONCITIZEN

Arrival-Departure Record (Form I-94) - I-94 must show one of the following designations:

Refugee, Asylum Status, Conditional Entrant (before 4/1/1980), Parolee, or Cuban-Haitian Entrant.

Note that Customs and Border Protection (CBP) no longer issues a paper I-94 form, with the exception of asylees and certain parolees. Students without paper I-94 documentation may have their status confirmed by the electronic I-94 printout and/or a CBP stamp, showing class of admission and date admitted or paroled in their passport.

Reentry Permit (Form I-327) and the Refugee Travel Document (Form I-571) – These documents are contained in the U.S. Travel Document (mint green cover) and are used by lawful permanent residents, refugees, and asylees to re-enter the U.S. for a period of two years. It will be annotated with “Permit to Reenter Form I-327.”

Approved application for permanent residence – If the student has an approved application for permanent residence on file with the USCIS and is waiting for a permanent resident card, the I-797 Approval Notice from USCIS indicating this status and the alien number should be provided. Note that an application for permanent resident status alone is not sufficient for determining eligibility for federal student aid.

Victims of human trafficking - Have the same federal benefits as refugees under the Victims of Trafficking and Violence Protection Act. These individuals may have an I-94 with a T1, T2, T3 or T COA code for principal, spouse, child, or parent. They may also have a certification or eligibility letter from the Department of Health and Human Services. The Office on Trafficking in Persons can be reached at 1-866-401-5510.

Battered Immigrants-Qualified Aliens – Are victims of domestic violence by their U.S. citizen or lawful permanent resident spouses or parents. They may, with their designated children, be eligible under the Violence Against Women Act (VAWA) for federal public benefits, including federal student aid. Note that men and women may be approved as victims under VAWA. In such cases, the USCIS Form I-797, Notice of Action Form should be submitted.

Additional information is available in the current Federal Student Aid Handbook,
Volume 1 - Student Eligibility, Chapter 2 – U.S. Citizenship & Eligible Noncitizens (<https://ifap.ed.gov>).

If you are now a U.S. citizen, please correct your status with the Social Security Administration (SSA) by visiting a local SSA office. You may find your local SSA office by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.

Please contact the [24 Hour Financial Aid Support Center](#)
at 1-855-323-3199 if you have any questions.