

Financial Aid: Verification of Immigration/Citizenship Status

To determine if you meet the citizenship requirements for financial aid, take your original and official immigration/citizenship documentation to a campus Financial Aid Office during normal business hours for photocopying and to confirm your current immigration/citizenship status. A summary of acceptable documentation is provided below.

If you are unable to appear in person at a campus Financial Aid Office, you will need to present your documentation to a notary and complete page 4 of this form in the presence of a notary.

When you submit acceptable documentation to NOVA as described below, the United States Citizenship and Immigration Service (USCIS) will be asked to verify its authenticity. The review of your financial aid application will continue when USCIS responds (generally within three weeks).

ACCEPTABLE DOCUMENTATION TO CONFIRM IMMIGRATION/CITIZENSHIP STATUS

U.S. CITIZEN

U. S. Passport or U.S. Passport Card - Is acceptable documentation of U.S. citizenship during its period of validity. 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. This is issued to individuals who derive or acquire U.S. citizenship through a parent.

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. 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, American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats accredited to the U.S. or other person with comparable diplomatic status 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 I551” 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 I551 evidencing permanent residency”. This is valid for one year from the date of endorsement on the stamp.

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

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 I551, I-94, I-94A, or a passport with an MRIV bearing the statement, “Upon endorsement serves as temporary I-551 evidencing permanent residency.”

OTHER ELIGIBLE NONCITIZEN

Generally, you are an eligible noncitizen if you are:

- (1) a permanent U.S. resident with a Permanent Resident Card (I-551);
- (2) a conditional permanent resident with a Conditional Green Card (I-551C);
- (3) the holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that you were paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant;” or
- (4) the holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”

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 or Abused Spouses or Children-Qualified Noncitizens – Are victims of domestic violence by their U.S. citizen or lawful permanent resident spouses, former spouses, or parent. 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://fsapartners.ed.gov/knowledge-center/fsa-handbook>) 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 <https://www.ssa.gov>. Please contact the Financial Aid Office if you have any questions.

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

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 <https://www.ssa.gov>.

Please contact the [Financial Aid Office](#) if you have any questions.

If the student is unable to appear in person at a Campus Financial Aid Office to provide original and official immigration/citizenship documentation, the student must:

- 1) Present original and official immigration/citizenship documentation to a notary and make a clear and legible copy of it. Review the acceptable documentation shown on pages 1 and 2 of this form.
- 2) Complete this Verification of Immigration/Citizenship Status Notarized Form in the presence of a notary.
- 3) Submit the Verification of Immigration/Citizenship Status Form and a clear copy of your acceptable immigration/citizenship documentation to the Financial Aid Support Center by creating a web case and attaching your documents at <https://mysupport.nvcc.edu/>.

Certification of True, Exact, and Complete Copy of Original Immigration/Citizenship Documents

(To Be Signed by the Student in the Presence of a Notary)

I certify that I, (print student's full name) _____, am the individual signing this statement, and the attached immigration/citizenship documentation is a true, exact, and complete copy of the original document issued to me.

Student's Signature: _____ Date: _____

Student's NOVA ID Number: _____

Name of Attached Immigration/Citizenship Document(s)	Expiration Date (If Any) of Attached Immigration/Citizenship Document(s)

Notary's Certificate of Acknowledgement

State of _____, City/County of _____

on _____, before me _____,
(Date) (Notary's Name)

personally appeared _____, and provided to me on the basis of
(Printed Name of Student)

satisfactory evidence of identification _____
(Type of Government-Issued Photo ID Provided)

To be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal _____
(Notary Signature)

My commission expires on _____
(Date)

(Seal)