

## 2016-2017 CITIZENSHIP STATUS VERIFICATION FORM

<b>RETURN TO:</b> CAL POLY FINANCIAL AID OFFICE SAN LUIS OBISPO, CA 93407-0201 <b>FAX: (805) 756-7243</b> <b>EMAIL: <a href="mailto:financialaid@calpoly.edu">financialaid@calpoly.edu</a></b>	Student Last Name:
	Student First Name:
	Phone # <span style="float: right;">EMPL ID#:</span>

**IMPORTANT: Submit as soon as possible.** Aid will not disburse until all items are submitted and reviewed. Once all items are submitted, allow 3-6 weeks for review. If awarded FWS, SEOG, or Perkins, documents must be submitted no later than June 30, 2016 to avoid potential cancellation of those funds. In all circumstances, for any aid, documents must be submitted prior to the last day of a student's enrollment at Cal Poly.

Your Financial Aid Award cannot be finalized or released until you **provide the original or a photocopy of appropriate citizenship verification (see below)**. NOTE: All documents must be clearly legible, including pictures. When providing a photocopy, do **not** downsize (reduce) your copy.

**SIGN and DATE:**

I certify that the citizenship documentation submitted with this form is true and accurate. False statements or misrepresentation will be cause for denial, reduction, withdrawal and/or repayment of financial aid.

*For Office Use Only*

  
  
  
  

*Initials* \_\_\_\_\_

\_\_\_\_\_  
 Student Signature (Required. No electronic signature.)

\_\_\_\_\_  
 Date

**ELIGIBLE CITIZEN**

While older versions of these two certificates advise the holder not to photocopy them, the Department of Homeland Security (DHS) has confirmed that the certificates may be photocopied for lawful purposes (newer versions of the form will include this information). It is permissible for a school to photocopy these certificates for its records.

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|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Certificate of Citizenship"<br>Form N-560 or N-561              | Must have student's name and application number, certificate number, and date it was issued.                                                                |
| "Certificate of Naturalization"<br>Form N-550 or N-570           | Must have student's name and petition number, certificate number, DHS Alien registration number, name of the court, and date where naturalization occurred. |
| "Certificate of Birth Abroad"<br>Form FS-545, DS-1350, or FS-240 | Must have embossed seal reading "United States of America" and "State Department." The FS-240 is titled "Report of Birth Abroad."                           |
| U.S. Passport                                                    | Must indicate U.S. Citizenship or Non-Citizen National.                                                                                                     |
| Birth Certificate                                                | Must indicate birth in one of the U.S. States or eligible territories.                                                                                      |

**Continued on next page**

## **PERMANENT RESIDENT**

Alien Resident Receipt Card	The I-151 or Form I-551 with valid expiration dates.
Form I-94	Must be stamped <b>“Processed for I-551”</b> with valid expiration date, or <b>“Temporary Form I-551,”</b> containing the appropriate information.
Passport	Must be stamped <b>“Processed for I-551”</b> with valid expiration date.

## **OTHER ELIGIBLE NON-CITIZEN**

“Arrival-Departure Record” Form I-94	Must be stamped as a <b>“Refugee,” “Asylum Granted,” “Parolee,” or “Cuban-Haitian Entrant.”</b>
“Victim of Human Trafficking” Certification Letter from HHS	If parent, spouse, or child of a victim, attach I-94 with T-Visa along with the victim’s letter of eligibility.
“Battered Immigrants – Qualified aliens” VAWA I-360	Provide documentation based on case type: self-petition, suspension of deportation or cancelation of removal. Include form I-797 Notice of Action.

## **NON-CITIZEN NATIONAL**

U.S. Passport	Must be stamped “Non-Citizen National” from American Samoa and Swain’s Island
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## **INELIGIBLE**

*You are ineligible to receive federal student aid if you are:*

An applicant for permanent resident status and not in a category listed above, a student with an F1 or F2 (student visa), J1 or J2 (exchange visa), L or G series visa, a student with only a current Form I-688 “Temporary Resident Card”, a student with only a current Form I-688A (Employment Authorization) or only an I-688B (Employment Authorization Document), an applicant under the “Voluntary Department Under the Family Unity Program”(effective 97-98), undocumented.

U Visa holders are not eligible for federal funds.

## **NON-CITIZEN**

DACA/AB540	Please submit a copy of your Social Security card and a legible copy of a current photo I.D to expedite determination of eligibility for Dream funds.
U Visa	A copy of your U Visa should be submitted to the Admissions Office for determination of state Dream fund eligibility.