



## 2024-2025 U.S. Citizenship Status Confirmation

The U.S. Department of Homeland Security could not confirm that you are a U.S. citizen, or a non-citizen that is eligible to receive tax-funded financial aid. The U.S. Department of Education requires that you present **original** documentation to confirm your status. **You will be asked to present this form and documentation every year until you update your status with the Social Security Administration (SSA).** Visit [www.socialsecurity.gov](http://www.socialsecurity.gov) to find the SSA office closest to you.

Student Name: \_\_\_\_\_ VU ID# (or SSN) \_\_\_\_\_

Acceptable Documents for a U.S. Citizen*	Acceptable Documents for an Eligible Non-Citizen*
Birth Certificate	Temporary Resident Card (I-688)
U.S. Passport	Alien Registration Receipt Card (I-151 or I-551 or I-551C)
Certificate of Citizenship or Naturalization	I-94 Arrival-Departure Record (in the passport)
Certificate of Birth Abroad	Another Country's Passport endorsed with "Processed for I-551"
	Certificate or eligibility letter from Dept. of HHS
	Other (specify) _____

\* documents must be originals and cannot be expired

There are **TWO** options to confirm your status:

**Option 1: Present your original documentation in person to the Viterbo Financial Aid Office (VFAO)**

*For VFAO Use Only: Type of documentation presented in person* \_\_\_\_\_

*I certify that I saw, in person, the original document listed above and have made a photocopy of the document for the student's file.*

VFAO Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Option 2: Notary's acknowledgement of original documentation**

If you cannot appear in person at the Viterbo Financial Aid Office (VFAO) you may present the **original** paperwork to a Notary who will authenticate the documents and complete the information below. You must then mail 1) this notarized form, 2) a photocopy of the citizenship document, and 3) a photocopy of a government-issued photo ID (driver's license, US Passport, state-issued ID) to the VFAO.

**Student Statement (sign only in the presence of a Notary):** I certify that I am the individual signing this form and I am providing a copy of my citizenship documents along with a valid government-issued photo ID. I further certify that the copied documents attached are true, exact, and complete copies of the originals issued to me. I understand providing false or misleading information is punishable by fine, imprisonment, or both, and could make me liable for repayment of financial aid funds received.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List the documents you are presenting

Name of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID
Name of Citizenship / Immigration Document*	Expiration Date (if any) of Citizen / Immigration Document	

**Notary Certificate of Acknowledgement (Only required if student is not able to appear in person at VFAO)**

State of \_\_\_\_\_ City/County \_\_\_\_\_

On \_\_\_\_\_, before me (notary's name) \_\_\_\_\_, personally appeared (student's name) \_\_\_\_\_, and provided to me on the basis of satisfactory evidence of identification (type of document) \_\_\_\_\_, to be the above-named person who signed this form.

Witness my hand and official seal (Notary signature) \_\_\_\_\_

My Commission Expires On \_\_\_\_\_