



2025-2026 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 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 _____