

# Citizenship Information Sheet

## Why do I have to submit this information to your office?

The Department of Education requires students to be a U.S. citizen or eligible non-citizen to be eligible to receive financial aid.

The Department of Education will perform a database match with the Social Security Administration (SSA) or the Department of Homeland Security (DHS) to determine your citizenship status.

If your citizenship or eligible non-citizen status could not be confirmed during the database match process, you will have to submit original documentation of your status to Financial Aid Services. We will use the documentation you submit to verify that you qualify for financial aid for the academic year.

## What do I need to submit to satisfy this requirement?

### If you are a **U.S. citizen** bring an original of one of the following documents to Financial Aid Services in person:

- Birth certificate showing you were born in the U. S.
- 5 or 10 year U.S. passport (Note: You may not use passport for both Proof of Photo ID and Citizenship Documentation)
- Certificate of Citizenship
- Certificate of Naturalization
- Consular Report of Birth Abroad (form FS-240)
- Certificate of birth issued by a foreign service post (form FS-545)
- Certification of Report of Birth (DS-1350)

### If you are an **Eligible Non-Citizen** bring an original of one of the following documents to Financial Aid Services in person. The document must be current and valid.

- Permanent Resident Card (Form I-551)
- Resident Alien Card (Form I-551)
- Alien Registration Receipt Card (Form I-151)
- Arrival-Departure Record, Form I-94 (with parole refugee or asylee stamp)
- Valid passport stamped "Processed for I-551" with an expiration date

## What if I cannot come to the office to submit the documents in person?

If you are unable to submit this documentation in person you may photocopy and mail, scan and email, or fax your citizenship and/or immigration status documentation along with the completed and notarized Citizenship Affidavit Form on page 2. The scanned/photo copies must include front and back of the document and be clear and readable.

Notary services can be found at your local town hall, county courthouse or local financial institutions. Massachusetts maximum cost for notary services is \$1.25 per signature.

## What else can I do to satisfy this requirement?

If there is an error regarding your Social Security number (SSN) or Alien Registration Number (A#) on your FAFSA, you can correct the number on your FAFSA and the data will be matched against the SSA or DHS database again. If you pass the database match with your corrected FAFSA, you will not have to submit any documentation to our office.

If you are a U.S. citizen you must notify the SSA of your status. Once the SSA has updated your record, you will be able to pass the SSA database match when your FAFSA is reprocessed. If you pass the database match you will not have to submit any documentation to our office. Also, you will now pass the SSA database match in future years.

Questions? If you need further assistance, please call our office at (413) 545-0801. We are available to answer questions about this process or any other financial aid questions with which you need assistance.

# Citizenship Affidavit

Submit this form to UMass Amherst Financial Aid Services



**Financial Aid Services**  
243 Whitmore Administration Building  
181 Presidents Drive

Phone: 413-545-0801 Fax: 413-545-1700  
Email: [fnaid@fnaid.umass.edu](mailto:fnaid@fnaid.umass.edu)

Students Name: \_\_\_\_\_ SPIRE ID: \_\_\_\_\_  
Last, First MI

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents for students who are unable to present their original documents in person to UMass Amherst Financial Aid Services.

I certify that I, \_\_\_\_\_, am the individual signing this statement, and I am providing  
Print Student's Name  
a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait, i.e. State issued driver's license.

I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

\_\_\_\_\_  
Student's signature

Please submit this form to UMass Amherst Financial Aid Services. You may photocopy and mail, scan and email, or fax your citizenship and immigration status documentation. Make sure to include all items listed below:

- ✓ This Affidavit with notary public stamp. (Notary will complete box below)
- ✓ A copy of your citizenship and immigration status document.  
(Note: You may not use your passport as both Citizenship Documentation and Proof of Photo ID)
- ✓ Photocopy or scanned image of your government-issued photo identification card. (E.g. State issued driver's license)

## Below to be completed by a notary public:

Notarization: I certify that (student's name) \_\_\_\_\_ personally appeared before me on this date \_\_\_\_\_, and acknowledged to me that he or she voluntarily signed the foregoing document.

Notary Public name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

(Official Notary Seal)

Fax completed signed form to: 413-545-1700  
or email to: [fadocs@umass.edu](mailto:fadocs@umass.edu)  
(Attachments must be a standard image file, or in one of the following file formats: .doc, .docx, .pdf)



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