

Citizenship Affidavit

Submit this form to Brandman University
Financial Aid Services

Why do I have to submit this information to the Financial Aid 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 copies of your **original documentation to the Financial Aid Office**. We will use this documentation you submit to verify that you qualify for financial aid for the academic year.

What do I need to turn in to satisfy this requirement?

If you are a U.S. Citizen, please submit a legible copy of your **original documents** by uploading to your BU Student Portal:

- Birth certificate showing you were born in US
- 5- or 10-year US Passport (Note: You may not use the 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)
- Certificate of Report of Birth (DS-1350)

If you are an eligible non-citizen, please submit a legible copy of your **original documents** by uploading to your BU Student Portal.

- Social Security Card (not for employment purposes);
- Permanent Resident 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 else can I do to satisfy this requirement?

If there is an error regarding your Social Security number or Alien Registration Number 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, for current and future years.



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Financial Aid Services

Students Name: _____ **Student ID: B00** _____
Last, First MI

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents to satisfy the verification requirement for financial aid at Brandman University.

I certify that I, _____, am the individual signing this statement, and I am

Student's Name Printed

Providing 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. Note: It is unlawful to photocopy Military ID, therefore it may not be used for this purpose.

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 BU Financial Aid Services through the One Stop Specialist or Student Portal.

Make sure you include all items listed below:

- ✓ This completed and signed form
- ✓ A copy of your citizenship and immigration status document
- ✓ Photocopy or scanned image of your government issued photo identification card. (E.g. State issued driver's license)

Brandman University
Office of Financial Aid
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