



Financial Aid Offices:
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2021-2022 Certification of Citizenship Documentation Form

Per Federal regulations, prior to the awarding of Federal Student Aid, we may ask you to confirm the information you reported on your FAFSA. Based upon the information you provided on the Free Application for Federal Student Aid (FAFSA), the Social Security Administration **and/ or** USCIS (United States Citizenship and Immigration Services) did not confirm your citizenship status. At this time, we cannot continue to process your financial aid until we receive a copy of your citizenship documentation. Please provide the required documents as soon as possible so we can continue our review of your FAFSA.

Students must submit BOTH of the following:

1. Documentation that you are a U.S. Citizen or Eligible Non-U.S. Citizen. Examples of acceptable documentation is on page two (2) of this form.
2. A completed and signed copy of this certification form.

Please submit this completed form along with supporting documentation by email, fax or mail. If you are submitting by email then you must use your MassBay student-assigned email address. By using your MassBay email address you are protecting your identity. If you decide to email us your documents using a non-MassBay email address then you must encrypt your file.

Certification:

I certify that I, _____,

(Print Student’s Name Above)

am the individual signing this statement, and I am providing a copy of my document(s). I certify that the attached documents are the true, exact, and complete copies of the originals issued to me. I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

Financial Aid staff members have the right to request additional documentation if the name on the documentation does not exactly match the student’s or if they suspect the documentation provided to be fraudulent or counterfeit.

Student’s Signature: _____

Student’s ID Number: _____ **Date:** _____

NOTE: Signatures cannot be typed or stamped. Must be a wet signature (signed by pen).

Acceptable Documentation

According to your citizenship status, please choose from the following list of documentation. Documentation includes the following but not limited to:

U.S. Citizen Documentation:

- Certificate of Naturalization (N-550 or N-570) Issues by the USCIS
- A certificate of Citizenship (N-560 or N-561)
- A copy of the student's birth certificate
- A U.S. passport
- A wallet-sized passport card
- A copy of Form FS-240(Consular Report of Birth Abroad), FS-545 (Certificate of birth issued by a foreign service post), or DS-1350 (Certification of Report Birth.)

Eligible Non-Citizenship Documentation:

- A permanent U.S. resident with a Permanent Resident Card (I-551)
- A conditional permanent resident with a Conditional Green Card (I-551C)
- The holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any of the following designations: "Refugee," "Asylum Granted," "Parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.) or "Cuban-Haitian Entrant;" or
- The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of "Victim of human trafficked.
- Violence Against Women's Act (VAWA) must provide documentation based on case.