2015-2016 DHS Confirmation of Citizenship Form

Section A – Student Information (Please print clearly)

Last Name                   First Name                             M.I.    Email
Street Address                       City   State     Zip Code

What you should do:
1. Complete this entire worksheet. You must answer all the questions and this form must be SIGNED.
2. Please present all documents at the same time to the address above (please do not fax, as it may delay processing).
3. Please make sure to include your UIN on all documents.

Section B – DHS Citizen Confirmation

According to your citizenship status, please present one of the documents listed below to the office. Present only one document.

☐ If you are a U.S. citizen, submit a copy of your birth certificate or passport. Students who have become a U.S. citizen may present a Certificate of Citizenship or Certification of Naturalization as proof of citizenship.

☐ Form FS-240 (“Consular Report of Birth Abroad”), Form FS-545 (“Certificate of Birth Foreign Service”), or Form DS-1350 (“Certification of Report of Birth”). Original documentation must have an embossed seal depicting the “United States of America” and “State Department.” If you are having difficulty in obtaining replacement DHS documents, an acceptable alternative would be to complete and submit a G-639 directly to DHS to request photocopies of original documentation.

☐ Permanent Resident Card/Alien Registration Receipt Card (Form I-551 or I-151).

☐ A passport stamped “Processed for I-551” with valid expiration date.

☐ Form I-94 must be stamped --“Processed for I-551” with expiration date or “Temporary Form I-551” with appropriate information filled in.

☐ Form I-94 Arrival-Departure Record -- must be stamped as a Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee or Cuban-Haitian Entrant.

☐ You are a Victim of Human Trafficking. Submit a copy of your Certification Letter from Health and Human Services (HHS).

Section C – Student Signature

IMPORTANT: Return this original form to the Office of Financial Assistance. All documentation submitted with this form must:

2. Have UIN clearly printed within the boxes below.
3. Have all appropriate signatures.

I certify that the information provided on this form and any attachments are true and correct.

Student Signature                                                                   Date

ENTER YOUR 9-DIGIT UIN:  

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