University of Illinois Springfield – Office of Financial Assistance

One University Plaza, MS UHB 1015 -- Springfield, Illinois 62703-5407 -- Phone: (217) 206-6724 https://www.uis.edu/cost-aid/financial-aid

2022-2023 DHS Secondary Confirmation of Citizenship Form

For Priority Processing Submit Form within 15 business days

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 of the questions and the form must be SIGNED.
- 2. Please upload all documents at the same time.

Section B – DHS Citizen Confirmation

In order to continue processing your financial aid application, the U.S. Department of Education requires that we verify your citizenship status. Please note that Deferred Action for Childhood Arrivals (DACA) status is not eligible for Title IV aid. Complete this worksheet and provide the requested documentation as outlined. Provide one of the following:

U.S. Citizenship Documentation

- A copy of your U.S. Birth Certificate, U.S. passport, or U.S. passport card
- A copy of your Consular Report of Birth Abroad (FS-240), your Certificate of Birth Foreign Service (FS-545), or your Certification of Report of Birth (DS-1350)
- A copy of your Certificate of Citizenship (N-560 or N-561) or your Certificate of Naturalization (N-550 or N-570) issued by USCIS

Eligible Non-Citizen Documentation

- Original, unexpired, Alien Registration Receipt Card (I-151), Resident Alien Card/Permanent Resident Card (I-551), or conditional Resident Alien Card (I-551, I-94, or I-94A)
- Original Arrival/Departure Record (I-94) or Departure Record (I-94A) with the endorsement "Processed for I-551....." and having a valid expiration date and appropriate information filled in
- □ Original, unexpired foreign passport with I-551 endorsement
- □ Original documentation showing you have been designated as a Refugee, Asylum Granted, Parolee or Cuban-Haitian Entrant or Conditional Entrant (I-94, I-94A, or I-571 with proper endorsements)

Victim of Human Trafficking or Battered Immigrant-Qualified Alien

- A copy of your eligibility letter from Health and Human Services (HHS) or a T-visa
- A copy of your 1-797, Notice of Action form from USCIS, with a valid expiration date verifying financial aid eligibility

Section C – Student Signature

IMPORTANT: Upload this form and supporting documentation to Enterprise Self-Service Student Requirements under the Financial Aid tab. When submitting documentation:

1. Clearly print UIN on every page.

2. Include all appropriate signatures.

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

Student Signature			 Date					
ENTER Y	YOUR 9-DIGIT UIN	\rightarrow						
2223	DHS2-O	N						

Section D - Portal Citizen Confirmation

IMPORTANT: Only complete this section if you are unable to submit in person.

If you are submitting in person, complete Sections B and C.

Submit both (1) and (2) below.

Must include a copy of your government issued photo identification.

(1) Submit a copy of your Citizenship Document.

Name of Citizenship and/or Immigration Document(s)	Expiration Date (if any) of Citizenship and/or Immigration Document(s)

(2) Submit a copy of your Government issued photo identification, such as a drivers license.

Name of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID

Certification of true, exact, and complete copy of original documents.

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

(print full name)

signing this statement, and I am providing a copy of my documents along with a copy of a valid government issued photo identification card bearing my likeness. 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.

Student Signature

Date

