

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 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 the questions and the form must be SIGNED.
2. Please upload all documents at the same time to Enterprise Self-Service Student Requirements (Please do not fax/e-mail)

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 or eligible non-citizenship status because you either changed your response to Item 14 and/or Item 15 on your FAFSA or the Department of Homeland security could not confirm that you are a non-citizen. Please note, deferred Action for Childhood Arrivals (DACA) status is not eligible for Title IV aid. 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

- Resident Alien Card/Permanent Resident Card (I-551), Electronic I-94 Printout, or conditional Resident Alien Card (I-551, I-94, or I-94A)
- Original Arrival/Departure Record (CBP 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 Machine Readable Immigrant Visa (MRIV) endorsed with admission stamp
- Original documentation showing you have been designated as a Refugee, Person Granted Asylum, Parolee, 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

- I-94 with a T1, T2, T3, or T COA code AND a copy of your eligibility letter from Health and Human Service (HHS) or a T-visa
- A copy of your 1-797, Approval Notice from USCIS, with a valid expiration date verifying financial aid eligibility

Section C – Student Signature


IMPORTANT: Upload this form 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 YOUR 9-DIGIT UIN 

2223

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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

ENTER YOUR 9-DIGIT UIN 

2223

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