

## **2023-2024 Citizenship Information Sheet INSTRUCTIONS**

When your Free Application for Federal Student Aid (FAFSA) was matched against the Social Security Administration (SSA) or Department of Homeland Security databases, your United States citizenship was not confirmed. You must provide Seattle Pacific University with documentation of your citizenship status to verify your eligibility for financial aid. This form must be completed in our office and cannot be completed electronically.

When you visit the SFS office, you will speak with an available SFS Coordinator at the front desk and complete the Citizenship Information Sheet with that person.

Please make sure to bring with you the necessary documentation described on the form that verifies your citizenship status or your eligible non-citizen status for federal financial aid.

If you have any questions or concerns, please contact us at 206-281-2061 or [sfs-forms@spu.edu](mailto:sfs-forms@spu.edu).

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If you are unable to travel to campus to complete this requirement, please contact our office to explain your circumstances. After confirming your inability to complete this requirement in-person, you will be provided with a 2023-2024 Citizenship Information Sheet that is to be completed in the presence of a Notary.

If you complete this process with a Notary, please bring the following with you to your appointment:

- The necessary documentation described on the form that verifies your citizenship status or your eligible non-citizen status for federal financial aid.
- A blank copy of your “2023-2024 Citizenship Information Sheet (Notary)” form.

**To complete your verification requirement, you will need to fax or mail the completed form and a copy of your citizenship/eligible non-citizen documentation to our office. Please see the header for our fax number and mailing address.**

## 2023 - 2024 CITIZENSHIP INFORMATION SHEET (NOTARY)

STUDENT NAME: \_\_\_\_\_ SPU ID: \_\_\_\_\_

When your Free Application for Federal Student Aid (FAFSA) was matched against the Social Security Administration (SSA) or Department of Homeland Security databases, your United States citizenship status was not confirmed. You must provide Seattle Pacific University with documentation of your citizenship or eligible non-citizen status to verify your eligibility for financial aid. Please present one of the following original documents for review to a notary public. Submit copies of the document along with this completed form to Student Financial Services via fax or by mail.

Citizenship Status	Acceptable Verification Documents
<b>United States Citizen</b>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Certificate of Citizenship</li> <li>• Certificate of Naturalization</li> <li>• Record of Birth Abroad</li> <li>• United States Passport</li> <li>• United States Passport Card</li> </ul> <p><i>(Social Security cards, Driver's Licenses, and Voter Registration cards are not proof of citizenship)</i></p>
<b>Non-United States Citizen</b>	<ul style="list-style-type: none"> <li>• Permanent Resident Card</li> <li>• Resident Alien Card</li> <li>• Alien Registration Receipt Card</li> <li>• CBP I-94A or I-94 Arrival-Departure Record (with I-551, Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, or Cuban-Haitian Entrant Stamp)</li> <li>• Machine Readable Immigrant Visa in unexpired foreign passport with an admission stamp and the statement "Upon endorsement serves as a temporary I-551 evidencing permanent residence for 1 year."</li> <li>• Refugee Travel document or US Travel document annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."</li> <li>• Form I-797 indicating approval of a petition or establishment of a prima facie case in a Violence Against Women Act (VAWA) self-petition.</li> <li>• A court order from an immigration judge issuing a suspension of deportation or cancellation of removal of an abused person under the VAWA.</li> </ul>

I have presented an original of the following document (please print document name):

\_\_\_\_\_

**By signing this Verification Statement, I attest that all information reported on this form is true and complete to the best of my knowledge. If asked, I agree to submit documentation supporting the information provided on this form.**

**WARNING: If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.**

Student Signature

Date

Phone

Email

Notary's Certificate of Acknowledgement

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_

(Date) (Notary's Name)

\_\_\_\_\_, and provided to me on the basis of satisfactory evidence of identification

(Printed name of signer)

\_\_\_\_\_ to be the above-named person who signed the foregoing instrument.

(Type of government-issued document provided)

**WITNESS my hand and official seal**

(seal)

My commission expires on \_\_\_\_\_

(Date)

\_\_\_\_\_ (Notary Signature)