



## 2026-2027 U.S. Citizenship Status Confirmation

The U.S. Department of Homeland Security could not confirm that you are a U.S. citizen, or a non-citizen that is eligible to receive tax-funded financial aid. The U.S. Department of Education requires that you present original documentation to confirm your status. You will be asked to present this form and documentation every year until you update your status with the Social Security Administration (SSA). Visit [www.socialsecurity.gov](http://www.socialsecurity.gov) to find the SSA office closest to you.

Student Name: \_\_\_\_\_ VU ID# (or SSN) \_\_\_\_\_

| Acceptable Documents for a U.S. Citizen*     | Acceptable Documents for an Eligible Non-Citizen*              |
|----------------------------------------------|----------------------------------------------------------------|
| Birth Certificate                            | Temporary Resident Card (I-688)                                |
| U.S. Passport                                | Alien Registration Receipt Card (I-151 or I-551 or I-551C)     |
| Certificate of Citizenship or Naturalization | I-94 Arrival-Departure Record (in the passport)                |
| Certificate of Birth Abroad                  | Another Country's Passport endorsed with "Processed for I-551" |
|                                              | Certificate or eligibility letter from Dept. of HHS            |
|                                              | Other (specify) _____                                          |

\* documents must be originals and cannot be expired

There are TWO options to confirm your status:

### Option 1: Present your original documentation in person to the Viterbo Financial Aid Office (VFAO)

*For VFAO Use Only: Type of documentation presented in person \_\_\_\_\_*  
*I certify that I saw, in person, the original document listed above and have made a photocopy of the document for the student's file.*  
VFAO Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Option 2: Notary's acknowledgement of original documentation

If you cannot appear in person at the Viterbo Financial Aid Office (VFAO) you may present the original paperwork to a Notary who will authenticate the documents and complete the information below. You must then mail 1) this notarized form, 2) a photocopy of the citizenship document, and 3) a photocopy of a government-issued photo ID (driver's license, US Passport, state-issued ID) to the VFAO.

**Student Statement** (sign only in the presence of a Notary): I certify that I am the individual signing this form and I am providing a copy of my citizenship documents along with a valid government-issued photo ID. I further certify that the copied documents attached are true, exact, and complete copies of the originals issued to me. I understand providing false or misleading information is punishable by fine, imprisonment, or both, and could make me liable for repayment of financial aid funds received.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List the documents you are presenting

| Name of Valid Photo ID                      | Expiration Date of Valid Photo ID                          | Issuing Authority of Valid Photo ID |
|---------------------------------------------|------------------------------------------------------------|-------------------------------------|
|                                             |                                                            |                                     |
| Name of Citizenship / Immigration Document* | Expiration Date (if any) of Citizen / Immigration Document |                                     |
|                                             |                                                            |                                     |

### Notary Certificate of Acknowledgement (Only required if student is not able to appear in person at VFAO)

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

On \_\_\_\_\_, before me (notary's name) \_\_\_\_\_, personally appeared (student's name) \_\_\_\_\_, and provided to me on the basis of satisfactory evidence of identification (type of document) \_\_\_\_\_, to be the above-named person who signed this form.

Witness my hand and official seal (Notary signature) \_\_\_\_\_

My Commission Expires On \_\_\_\_\_