

## Why do I have to submit this information to the Financial Aid Office?

The Department of Education requires students to be a U.S. citizen or eligible non-citizen to be eligible to receive federal financial aid (also known as Title IV aid). The Department of Education will perform a database match with the Social Security Administration (SSA) or the Department of Homeland Security (DHS) to determine your citizenship status.

If your citizenship or eligible non-citizen status could not be confirmed during the database match process, you will have to submit copies of **original documentation** of your status to the Financial Aid Office. We will use this documentation to verify that you qualify for federal financial aid for the academic year.

## What do I need to turn in to satisfy this requirement?

If you are a U.S. citizen:

1. Please complete the form below, and
2. Submit a legible copy of your **original document(s)** by uploading to your Student Portal one of the following:
  - Birth certificate showing you were born in the U.S.
  - 5- or 10-year U.S. Passport
  - Certificate of Citizenship
  - Certificate of Naturalization
  - Consular Report of Birth Abroad (form FS-240)
  - Certificate of birth issued by a foreign service post (form FS-545)
  - Certificate of Report of Birth (DS-1350)

If you are an eligible non-citizen:

1. Please complete the form below, and
2. Submit a legible copy of your **original document(s)** by uploading to your Student Portal. Examples of acceptable documentation are below:
  - Social Security Card (not for employment purposes)
  - Permanent Resident Card (Form I-551)
  - Alien Registration Receipt Card (Form I-151)
  - Arrival-Departure Record, Form I-94 (with parole refugee or asylee stamp)
  - Valid passport stamped "Processed for I-551" with an expiration date

## What else can I do to satisfy this requirement?

If there is an error regarding your Social Security number or Alien Registration Number on your FAFSA, you can correct the number on your FAFSA and the data will be matched against the SSA or DHS database again. If you pass the database match with your corrected FAFSA, you will not have to submit any documentation to our office.

If you are a U.S. citizen, you must notify the SSA of your status. Once the SSA has updated your record, you will be able to pass the SSA database match when your FAFSA is reprocessed. If you pass the database match, you will not have to submit any documentation to our office, for current and future years.

Submit via the Student Portal or  
mail to: UMass Global Financial Aid Office  
65 Enterprise, Suite 150, Aliso Viejo, CA 92656-2707

# Citizenship Affidavit

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/ nationality documents to satisfy the citizenship requirement for financial aid at UMass Global University.

I certify that I, \_\_\_\_\_, am the individual signing this statement.  
**Student's Printed Name**

I certify that the attached documents are true, exact, and complete copies of the originals issued to me.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

Please submit this form to UMass Global Financial Aid Office through your one stop specialist or the student portal.

**Make sure you include all items listed below:**

- ✓ This completed and signed form
- ✓ A copy of your proof of citizenship or proof of eligible non-citizen documentation

Submit via the Student Portal  
or mail to: UMass Global Financial Aid Office 65  
Enterprise, Suite 150  
Aliso Viejo, CA 92656-2707