



### Proof of Citizenship or Eligible Non-Citizenship Status Confirmation

Your 2023-2024 Free Application for Federal Student Aid (FAFSA) requires additional information in order to verify that you are either a citizen/national, a permanent resident, or an eligible non-citizen of the United States. You may provide proof of your eligible citizenship or immigration status in **one of two options below**:

- (1) present original documents for photocopy and validation in person directly through the Financial Aid Office (*\*Limited Drop-In Hours*), **OR**
- (2) utilize a Notary Public Official to certify the presentation and photocopy of your original documents, then upload the original notarized page AND copies of documents used in Workday.

#### A. STUDENT INFORMATION

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Social Security Number (SSN) or Alien Registration Number (ARN): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
(MM) (DD) (YYYY)

#### B. ELIGIBILITY AND DOCUMENTATION – Please check one.

ELIGIBLE CATEGORIES	REQUIRED DOCUMENTATION
<input type="checkbox"/> U.S. Citizen	<ul style="list-style-type: none"> <li>• Original Birth Certificate <b>or</b> birth abroad certificate; <b>or</b></li> <li>• Passport; <b>or</b></li> <li>• Naturalization certificate; <b>or</b></li> <li>• Certificate of Citizenship</li> </ul>
<input type="checkbox"/> U.S. Permanent Resident	<ul style="list-style-type: none"> <li>• Permanent Resident Card (I-551); <b>or</b></li> <li>• Resident Alien Card (Form I-551); <b>or</b></li> <li>• Departure Record (Form I-94A) or Arrival Departure Record (Form I-94) endorsed with “Processed Permanent Residence”; <b>or</b></li> <li>• Visa in an unexpired foreign passport with a U.S. Customs and Border Protection (CBP) stamp and the statement “Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year”; <b>or</b></li> <li>• U.S. Travel Document 9Form I571) with stamp “Permit to Reenter”</li> </ul>
<input type="checkbox"/> Refugee	<ul style="list-style-type: none"> <li>• Departure Record (Form I-94A) or Arrival Departure Record (Form I-94) with stamps showing admissions as a refuge under Section 207 of the Immigration and Nationality Act (INA) or “209a pending Employment Authorized”; <b>or</b></li> <li>• U.S. Travel Document (Form I-571) stamped “Permit to Reenter.”</li> </ul>
<input type="checkbox"/> Asylee	<ul style="list-style-type: none"> <li>• Departure Record (Form I-94A) or Arrival Departure Record (Form I-94) with stamps showing admissions as a refuge under Section 207 of the Immigration and Nationality Act (INA) or “209a pending Employment Authorized”; <b>or</b></li> <li>• U.S. Travel Document (Form I-571) stamped “Permit to Reenter.”</li> </ul>
<input type="checkbox"/> Person paroled into the U.S. for at least one year	<ul style="list-style-type: none"> <li>• Departure Record (Form I-94A) or Arrival Departure Record (I-94) with an unexpired stamp indicating “Alien paroled into the U.S. pursuant to Section 212 (d)(5)...” or an unexpired stamp indicating that you have been paroled into the U.S. for at least 1 year.</li> </ul>
<input type="checkbox"/> Victim of human trafficking, or spouse, child or parent of	<ul style="list-style-type: none"> <li>• Victim must submit certification or eligibility letter from the Department of Health and Human Services (HHS). Spouse, child or parent of victim must submit a copy of the victim’s certification and a copy of their T-visa.</li> </ul>
<input type="checkbox"/> Battered immigrants	<ul style="list-style-type: none"> <li>• I-797 Form showing a class of U or a court order from an immigration judge confirming your status.</li> </ul>
<b>INELIGIBLE CATEGORIES:</b>	<ul style="list-style-type: none"> <li>• Applicants for permanent resident status who have none of the above;</li> <li>• Persons with only a non-immigrant visas;</li> <li>• Persons with only an employment authorization.</li> </ul>
<b>PLEASE NOTE:</b> The Employment Authorization Card (Form I-688A0, Employment Authorization Documents (Form I-688B or the I-766), or the Temporary Resident Card (Form I-688) are interim documents which do NOT verify eligible status for Federal Student Aid.	

**Replacing Lost DHS Documents:** Request for replacement documents should be made to the USCIS District Office that issued the original documents. Request either Form I-90, “Application to Replace Alien Registration Card” or Form I-102, “Application for Replacement/Initial Nonimmigrant Arrival-Departure Document.”

**C. IDENTITY AND ELIGIBILITY VERIFICATION**

**Option 1: Present Original Documents IN PERSON at the Financial Aid Office**

The student must appear in person at the Financial Aid Office at California College of the Arts San Francisco Campus (80 Carolina) to provide proof of U.S. citizenship OR eligible non-citizenship status directly to a school official. The school will request proof of citizenship or eligible non-citizenship (see page 1 for acceptable examples) and a valid unexpired government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport.

***\*If you are planning to visit the office IN-PERSON, please contact the Financial Aid Office at [finaid@cca.edu](mailto:finaid@cca.edu) for the drop-in hours.***

I certify that I, \_\_\_\_\_, am the individual signing this statement, and I am  
(print student's full name)

providing a copy of my original documents along with a copy of a valid unexpired government-issued photo identification card bearing my portrait (or likeness) directly to the Financial Aid Office for the purpose of validating my U.S. Citizenship or Eligible Non-Citizenship status.

Student Signature ***(STOP! \*To be signed at Financial Aid Office)*** \_\_\_\_\_ Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

**Option 2: Use a Notary Service to Certify the Presentation/Photocopy of Original Documents**

I certify that I, \_\_\_\_\_, am the individual signing this statement, and I am  
(print student's full name)

providing a copy of my original documents along with a copy of a valid unexpired government-issued photo identification card bearing my portrait (or likeness) directly to the Financial Aid Office for the purpose of validating my U.S. Citizenship or Eligible Non-Citizenship status.

Student Signature ***(STOP! \*To be signed in front of Notary Public Official)*** \_\_\_\_\_ Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

NOTARY CERTIFICATE OF ACKNOWLEDGMENT	NOTARY OFFICIAL SEAL
State of _____ City/County of _____ On _____, before me, _____ (date) (Notary's printed name) Personally appeared, _____, (printed name of signer) and provided me original citizenship/eligible non-citizenship documents and his/her unexpired government-issued ID to photocopy. Notary Public signature: _____ My Commission Expires: _____	

FOR FINANCIAL AID OFFICE & STUDENT SERVICES USE ONLY	
FINANCIAL AID PROCESSING USE ONLY	DOCUMENT ACCEPTANCE
<input type="checkbox"/> DHS match cleared: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Secondary paper confirmation needed: Yes <input type="checkbox"/> No <input type="checkbox"/> (DHS-USCIS Form G-845 sent, photocopies attached, if yes) <input type="checkbox"/> ISIR Updated with ARN # (if applicable)	<input type="checkbox"/> ID Type Used: _____ <input type="checkbox"/> ID Expiration Date: _____ / _____ / _____ <input type="checkbox"/> ID Copied and Sent to the Financial Aid Office REVIEWED & VERIFIED BY: Name: _____ Position Title: _____ Signature: _____ Reviewed Date: _____ / _____ / _____

## Why Am I Required to Provide This Form Every Academic Year? (For U.S. Citizenship Status)

All FAFSA applications are matched with Social Security Administration (SSA) records to verify U.S. citizenship status, name, date of birth, and Social Security number (SSN).

If you have not provided sufficient proof of U.S. citizenship to SSA to update the U.S. citizenship status on your SSA records, the Department of Education will require the school to collect proof of U.S. citizenship from you to verify your U.S. citizenship status.

*\*If your SSA records have not been updated, you may potentially be asked to verify citizenship status each year.*

Although this update is not required to receive financial aid, we recommend you contacting the SSA to have your record corrected so that you can potentially avoid providing this form and documentation in future academic years.

Please contact the Social Security Administration at <https://www.ssa.gov/personal-record/update-citizenship-or-immigration-status> for further assistance with updating your citizenship or immigration status.