



Student Last Name	First Name	M.I.	BGSU ID Number
Address (include apt. no)	City	State	Student Phone Number

**This form is for the collection of Department of Homeland Security or other U.S. citizenship/nationality documents.** Note: DACA (Deferred Action for Childhood Arrivals) individuals are not eligible for federal student aid.

I certify that I, \_\_\_\_\_, am the individual 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 portrait (or likeness).

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

Name of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID

If you are a U.S. citizen, **photocopy** the original document of one of the following, and submit the copy with this form to Student Financial Aid.

- |  |  |
|--|--|
| <input type="checkbox"/> U.S. Birth Certificate if born in U.S. not foreign-born | <input type="checkbox"/> U.S. Passport   |
| <input type="checkbox"/> Certificate of Naturalization                           | <input type="checkbox"/> Certificate of Citizenship  |
| <input type="checkbox"/> Consular Report of Birth Abroad (Form FS-240)           | <input type="checkbox"/> Certification of birth issued by a foreign service post (Form FS-545) |
| <input type="checkbox"/> Certification of Report of Birth (DS-1350)              |  |

If you are an eligible non-citizen, **photocopy** the original document of one of the following, and submit the copy with this form to Student Financial Aid.

- |  |  |
|--|--|
| <input type="checkbox"/> Permanent Resident Card (I-551)   | <input type="checkbox"/> MRIV (machine readable immigrant visa) w/holder's unexpired passport and contains the statement "upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year." |
| <input type="checkbox"/> Resident Alien Card (I-551)   | <input type="checkbox"/> United States Travel Document (mint green cover) that contains statement "Permit to Reenter Form I-327"   |
| <input type="checkbox"/> Arrival/Departure Record (I-94 or I-94A) stamped with "Processed for I-551" with expiration date.               | <input type="checkbox"/> INS Form G-639 (if citizen of Micronesia, Palau, or Republic of the Marshall Islands)   |
| <input type="checkbox"/> Arrival/Departure Record (I-94) stamped with "Temporary Form I-551" with appropriate information filled in.     |  |
| <input type="checkbox"/> Arrival/Departure Record (I-94) with designation of Refugee, Asylum Granted, Parolee, or Cuban-Haitian Entrant. |  |

Name of Citizenship and/or Immigration Document(s)	Expiration Date (if any) of Citizenship and/or Immigration Document(s)

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 based on the information and documents I have provided.

**\*\* Must be signed in office.**

Student Signature	Date
<p>Office Use Only</p> <p>I certify I have verified the original citizenship documentation as indicated on this form, and disbursement of this student's aid may continue if all other eligibility criteria have been met</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>SFA Official Print Name and Initial</span> <span>Date</span> <span style="text-align: right;">Stamp Here</span> </p>	

**\*\* Or if unable to come into office, sign in the presence of a notary public.**

Notary's Certificate of Acknowledgement	
State of _____ City/County of _____	
On _____, before me, _____, personally appeared, _____, and	
(Date)	(Notary Name)
(Printed Name of Signer)	
provided to me on basis of satisfactory evidence of identification _____	
(Type of Government Issued Photo ID Provided)	
to be the above-named person who signed the foregoing instrument.	
(Seal)	Witness my hand and official seal.
_____	
(Notary Signature)	
My signature expires on _____	

If you are certifying that you are a U.S. citizen, SFA will process your documentation, and federal aid can disburse on the normal disbursement cycle for the session/semester.

If you are certifying that you are an eligible non-citizen, SFA must initiate an online confirmation process to the U.S. Citizenship and Immigration Services. USCIS will send BGSU SFA a written response confirming or denying the validity of your documents. Federal aid cannot be disbursed until the USCIS confirmation response is received.

If in reviewing your documents, there is reason to question the validity of the documents submitted, SFA may request additional documentation. If SFA has conflicting information about a student's immigration or citizenship status or has any reason to believe information on the FAFSA is incorrect, SFA must resolve such discrepancies before disbursing federal financial aid.

### Submit Form

**Using our document upload ensures your documents will be processed in a timely manner.**

**Upload & Submit** completed SFA forms at:  
<https://sfa.bgsu.edu/upload>

OR

**Fax: 419-372-0404**  
 (2-3 business days to process)

### Have Questions?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651, Mon-Fri, 8:00 am – 5:00 pm.

You can also ask your question online using our secure web portal at:

<https://sfa.bgsu.edu/asksfa>