



## Citizenship Status Confirmation Form

### Instructions

The U.S. Department of Homeland Security-United States Citizenship and Immigration Services could not confirm that you are a U.S. citizen or non-citizen that is eligible to receive federal financial assistance. The U.S. Department of Education now requires all students to submit original documentation to confirm citizenship.

You must provide the Financial Aid Office with an original document of your U.S. citizenship or non-citizen eligibility. A comprehensive list of acceptable documentation is listed on the next page.

We understand that submitting an original document or proof of non-citizen eligibility to the institution may not be easily accessible in person. If you cannot present the original document in person to Russell Sage College, you may bring the original document along with a government issued photo ID to a public notary for completion. **Once the form and documents are notarized, you can submit the notarized certificate of acknowledgment, notarized copy of the original document, and notarized copy of the government-issued photo ID to the Financial Aid Office.**

If the Financial Aid Office suspects that the copied document(s) submitted are fraudulent or counterfeit, it may require the student to provide a true copy as certified by the issuing authority.

Please indicate on the next page the document type that is being submitted and the expiration date, if applicable.

Return completed documents to:

Albany :  
Russell Sage College  
Financial Aid Office  
140 New Scotland Ave.  
Albany, NY 12205  
Ph: (518) 292-1783  
Fax: (518) 292-7701

Troy:  
Russell Sage College  
Financial Aid Office  
65 First Street  
Troy, NY 12180  
Ph: (518) 244-4525  
Fax: (518) 244-2460



**Citizenship Status Confirmation Form**

Student's First Name \_\_\_\_\_ Student's I.D. # \_\_\_\_\_

Student's Last Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Please check the box that applies:

Status	Requirements
<input type="checkbox"/> <b>U.S. Citizen</b> <b>Expiration Date:</b> _____	Submit ONE of the following: <ul style="list-style-type: none"> <li>• Copy of your U.S. birth certificate</li> <li>• Copy of your U.S. passport or passport card</li> </ul>
<input type="checkbox"/> <b>U.S. Naturalized Citizen</b> <b>Expiration Date:</b> _____	Submit ONE of the following: <ul style="list-style-type: none"> <li>• Copy of your U.S. passport or passport card</li> <li>• Copy of your Certificate of Birth Abroad (FS-240, FS-545, or DS-1350)</li> <li>• Copy of your Certificate of Citizenship (N560, N561)</li> <li>• Copy of your Certificate of Naturalization (N550, N570)</li> </ul>
<input type="checkbox"/> <b>U.S. Permanent Resident</b> <b>Expiration Date:</b> _____	Bring ONE of the following ORIGINAL documents to the Financial Aid Office: <ul style="list-style-type: none"> <li>• Alien Registration Receipt/ Resident Alien/ Permanent Resident/ Conditional Permanent Resident card (I-551, I-94, I-94A)</li> <li>• Foreign passport with I-551 endorsement</li> <li>• Arrival/Departure Record I-94 with I-551 endorsements</li> </ul>
<b>Other eligible non-citizen</b> <b>Expiration Date:</b> _____	Bring the following Original documents to the Financial Aid Office: <ul style="list-style-type: none"> <li>• Arrival /Departure Record (I-94, I-94A, OR I-571 with proper endorsements).</li> </ul>
<input type="checkbox"/> <b>Victim of Human Trafficking -or- Battered Immigrant-qualified Alien</b>	Submit ONE of the following: <ul style="list-style-type: none"> <li>• Copy of your eligibility letter from Health and Human Services (HHS) or a T-visa</li> <li>• Copy of your I-797, Notice of Action form from US Citizenship and Immigration Services (USCIS), with a valid expiration date verifying financial aid eligibility.</li> </ul>

I understand that providing false or misleading information on the above document(s) is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

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

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

**Notary's Certificate of Acknowledgement**

If the student is unable to appear in person at Russell Sage College to verify citizenship with an original document, the student must provide:

- (A) A valid government-issued photo identification (ID) such as but not limited to a driver's license, passport, or other state-issued ID; **AND**
- (B) Original U.S. citizenship or non-citizen eligibility document

**ATTENTION NOTARY: Please sign and seal both this form and copies made of the original documents. The Financial Aid Office cannot take copies of documents without a sign and seal to verify that these documents were the items presented to the notary.**

State of \_\_\_\_\_

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

On \_\_\_\_\_, before me, \_\_\_\_\_,

(Date)

(Notary's name)

personally appeared, \_\_\_\_\_, and provided to me

(Printed name of signer)

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.

**WITNESS my hand and official seal**

(seal)

\_\_\_\_\_  
(Notary signature)