Mailing Address:
Student Financial Services
1179 University Drive
Newark, OH 43055
740-366-9435

2026-2027
Documentation of Citizenship or Eligible Non-Citizen Status

Student Name: _____ COTC ID: | 0 | | | | | | |

A review by the U.S. Department of Education of your records with the Department of Homeland Security (DHS) **and/or** the Social Security Administration indicates that you must confirm your U.S. citizenship or eligible non-citizen status in order to qualify for Federal Financial Aid. ***(If your citizenship status has not been updated with the Social Security Administration, you must update your citizenship and provide a copy of your new social security card or proof that it was updated.)***

Below is a list of acceptable documentation, which you may submit to confirm your U.S. citizenship or eligible non-citizen status. In addition, some documents are valid through a certain date. If you submit a document, which has an expiration date, additional documentation may be requested in subsequent years. ***The original document is required for Student Financial Services to copy. If you are not able to submit the documentation in person, you must complete the affidavit on the second page and have it notarized.***

A. U.S. Birth Certificate, U.S. passport card or signed U.S. Passport. **One year duration passports are not acceptable**. (If student is a Non-citizen, the U.S. Passport must be stamped "Non-citizen national".)

B. Certification/Report of Birth Abroad (Form FS-545, DS-1350, or FS-240), must have embossed seal "United States of America" and "State Department"

C. Certificates of Citizenship (N-560 or N-561) must have student's name, certificate number, and the date the certificate was issued. (Older versions of these documents advise not to photocopy them. However, the DHS permits photocopying if done for lawful purposes, i.e. applying for financial aid.)

D. Certificates of Naturalization (N-550 or N-570) must have student's name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred. (Older versions of these documents advise not to photocopy them. However, the DHS permits photocopying if done for lawful purposes, i.e. applying for financial aid.)

E. Permanent Resident Card (Form I-551) **NOTE:** an application for permanent resident status is not sufficient for determining eligibility for financial aid. **SUBMIT COPIES OF BOTH FRONT AND BACK OF PERMANENT RESIDENT CARD.**

F. Conditional Resident Aliens with unexpired I-551, I-94, I-94A, or a passport with an MRIV bearing the statement, "Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year."

G. Foreign passport must be stamped "processed for I-551" with expiration date.

H. Arrival-Departure Record (Form I-94) for permanent resident status must be stamped "processed for I-551" with expiration date or "Temporary Form I-551" with application information filled in. **SUBMIT COPIES OF BOTH FRONT AND BACK OF I-94.**

I. Arrival-Departure Record (Form I-94) for eligible non-citizens, must be stamped:

___1. Refugee
___2. Victim of Human Trafficking
___3. Asylum Status
___4. Conditional Entrant (before April 1, 1980)
___5. Parolee
___6. Cuban Haitian Entrant
___7. Battered immigrants-qualified aliens with Form I-797

NOTE: **If you are not classified by DHS into one of the above categories or cannot provide the related documentation, you will not be eligible for financial aid.**

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax returns, verification worksheets, W2s, etc.)

Office Use only Submitted in person: ____Yes

_____Documentation is acceptable and Secondary Confirmation is not required. ____No _____notarized

_____Documentation is acceptable and Secondary Confirmation is required.
Mailed on _____ Okay to release aid on (after 15th day) _____

_____Documentation is not acceptable.

☐ Check PERC

Update FMSI

Certification of true, exact and complete copy of the original documents

This form is for the collection of DHS or other U.S. Citizenship/nationality documents from students unable to present their documents in person.

I certify that I _____ am the individual signing this statement,
(Print Student's Full Name)
and I am providing a copy of my documents along with a copy of an unexpired 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.

List of document(s):

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

Name of Citizenship and/or Immigration Documents(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 on the basis of the information and documents I have provided.

_____ _____
(Student's Signature) (Date)

If you are **unable to appear in person**, you must provide:

(a) A copy of the unexpired valid government-issued photo identification (ID) that is acknowledged in the notary statement below, such as but not limited to a driver's license, other state-issued ID, or passport; ***and***
(b) The Citizenship and/or Immigration Document(s) provided above.

Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On_____, before me, _____,
(Date) (Notary's name)

personally appeared, _____, and proved to me
(Printed name of signer)

on the basis of satisfactory evidence of identification _____
(Type of unexpired 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)

My commission expires on _____
(Date)