



Office of Financial Aid

1200 Murchison Road, Fayetteville, NC 28301 | (910) 672-1325 | www.uncfsu.edu/finaid

Verification of Citizenship Documentation

Your citizenship status was not confirmed based on your Free Application for Federal Student Aid (FAFSA). Proof of your citizenship and/or immigration status is now required. The original copy of this completed form, with your original signature, must be provided to Fayetteville State University's Office of Scholarships & Financial Aid. You may present this documentation in person, electronically, or by mailing it to our office.

Steps to complete and return this form:

- **If submitting in person** – The student must appear in person at Fayetteville State University's Office of Financial Aid. Section C of this form must be signed in the presence of, and presented to, an authorized official in the Office of Financial Aid. Your citizenship and/or immigration documentation will need to be verified at that time by presenting your citizenship and/or immigration documentation along with a valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued identification, or passport.
- **If submitting electronically** – Section D of this form must be signed in the presence of, and notarized by, a notary public. Your identity will need to be verified at that time by presenting a valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued identification, or passport. The citizenship and/or immigration documentation and notary seal must be visible on the electronic copy for this form to be considered valid. A copy of the citizenship and/or immigration documentation presented to the notary public to complete Section D will need to be placed in Section E of this form. Once completed, please submit this form electronically to the Office of Financial Aid through email to finaid@uncfsu.edu or fax to (910) 672-1423.
- **If submitting by mail** – Section D of this form must be signed in the presence of, and notarized by, a notary public. Your identity will need to be verified at that time by presenting a valid government-issued photo identification, such as, but not limited to, a driver's license, other state-issued identification, or passport. A copy of the citizenship and/or immigration documentation presented to the notary public to complete Section D will need to be placed in Section E of this form. Once completed, please mail the form to:

**Fayetteville State University
Office of Financial Aid
1200 Murchison Road
Fayetteville, NC 28301**



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Verification of Citizenship Documentation

Section A: Student Information

Student Name

Student Banner ID #

Section B: Documentation List

In the table below, please list the documentation items that will be attached:

Name of Valid Government-Issued Photo ID (ex: Driver's License, Passport, etc.)	Expiration date of Valid Government-Issued Photo ID (ex: 01-01-2020)	Issuing Authority of Valid Government-Issued Photo ID (ex: State DMV, US Government, etc.)

Name of Citizenship and/or Immigration Document(s) (ex: Certificate of Citizenship, Copy of US Birth Certificate, etc.)	Expiration Date (if any) of citizenship and/or Immigration Documents (ex: 01-01-2020)

Section C: Verification of Citizenship Documentation (if submitting in Person)

Complete this section only in the presence of an authorized Office of Financial Aid official.

I hereby certify that I, _____ am the individual signing this Verification of
(Print Student's Full Name)

Citizenship Documentation and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait. I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

I understand that providing false documents or misleading information 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.

Student Signature

Student Banner ID #

Date



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Verification of Citizenship Documentation

Student Name

Student Banner ID #

Section D: Verification of Citizenship Documentation (if submitting in Electronically or by Mail)

Complete this section only in the presence of a notary public.

I hereby certify that I, _____ am the individual signing this Verification of
(Print Student's Full Name)
Citizenship Documentation and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait. I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.

I understand that providing false documents or misleading information 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.

Student Signature

Student Banner ID #

Date

Notary's Certificate of Acknowledgment

State of _____ City/County of _____

On _____, before me, _____
(Date) (Notary's Name)

personally appeared, _____ and proved to me on the basis of
(Printed Name of signer)

Satisfactory evidence of identification _____ to the
(Type of government-issued photo ID provided)

above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
(seal)

(Notary Signature)

My commission expires on _____.
(Date)



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Verification of Citizenship Documentation

Student Name

Student Banner ID #

Section E: Attached Documentation

In the space below, place and copy your citizenship and/or immigration documentation and government-issued photo identification. Please ensure to copy both front and back of documentation where applicable.

If your documentation does not fit in the section below, attach additional pages to this form.

**Place and copy Citizenship or Immigration Documentation and Government-Issued Photo ID above.
If your documentation does not fit, attach additional pages to this form.**

This Section for Use by Authorized Office of Financial Aid Staff Only.

I hereby certify this documentation was received and completed in my presence on the date noted below.

Staff Name (Printed)

Staff Signature

Date