

# 2025-2026 Citizenship Verification



UNIVERSITY OF SIOUX FALLS

## Instructions:

Your U.S. citizenship status could not be confirmed by the U.S. Social Security Administration. To expedite the processing of your financial aid application, our office will need you to provide proof of U.S. citizenship before we can offer you federal student aid.

Please fill out the form below and provide required citizenship documentation in person for confirmation. If you cannot go to the USF financial aid office, have a notary validate your citizenship and then return all paperwork to our office.

**Student: Complete Sections 1 and 2**

**Notary: Complete Section 3 for the student**

### Section 1 – Student Information

First Name: _____	Last Name: _____
City: _____	State: _____ Zip: _____
Phone Number: _____	USF ID: _____

### Section 2 – Citizenship Clarification – *Originals must be presented in-person*

<input type="checkbox"/> I am an eligible U.S. citizen.  Please do the following:  Take your U.S. birth certificate, naturalization papers, certificate of citizenship, or current/expired U.S. Passport (limited passports are not accepted) to the USF Financial Aid Office to prove your citizenship.  If you cannot bring your documentation to the financial aid office in person, you must have this form notarized for proof of identity. Please have a Notary complete the Certificate of Acknowledgment Section below, attach a copy of your documentation, and return to the USF Financial Aid Office.	<input type="checkbox"/> I am an eligible non-citizen.  Please do the following:  Take unexpired original document proving noncitizen eligibility, along with this completed form, to the USF Financial Aid Office within 30 days.  If you cannot bring your documentation to the financial aid office in person, you must have this form notarized for proof of identity. Please have a Notary complete the Certificate of Acknowledgment Section below, attach a copy of documentation, and return forms to the USF Financial Aid Office.  Once we receive this form from you and verify your original document proving noncitizen eligibility, we will send a Form G-485 to the Department of Homeland Security (DHS) to confirm your status. Your financial aid application will be reviewed after confirmation from the DHS is received (usually within 3 weeks). If all requested documents are on file, your application will then be processed for funding.
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### Section 3- Certificate of Acknowledgement – *To be completed by notary if originals cannot be presented in-person.*

**After checking original, unexpired documentation, the notary should sign off on this form as well as a copy of the original documentation. This documentation must be mailed, (not faxed or emailed) back to the financial aid office.**

On _____, before me, _____, personally appeared, (Today's date) (Name of notary)		
_____, personally known to me - OR - proved to me on the basis of satisfactory (Name of signer)		
evidence to be the person whose name is subscribed to the attached document. Witness my hand and official seal.		
_____ (Notary signature)	_____ (Commission expiration date)	(seal)

**Financial Aid Office use only – signed statement of examining original documents proving non-citizenship or U.S. Citizenship status (attach copy of original documentation, front and back, once examined)**

\_\_\_\_\_  
Signature of the Financial Aid Staff Member

\_\_\_\_\_  
Date