Lander University Financial Aid Office

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2022-2023 U.S. Citizenship/Eligible Non-Citizen Status Confirmation

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| Student's Last Name | First Name | MI | Lander ID (L#) |

We are unable to continue processing your 2022-2023 Free Application for Financial Aid (FAFSA) due to a discrepancy on your FAFSA/Student Aid Report. The Social Security Administration (SSA) or the Department of Homeland Security (DHS) was unable to confirm your status as a U.S. Citizen or eligible non-citizen. Follow the instructions below to resolve the problem.

Step 1 **Check your 2022-2023 FAFSA/Student Aid Report (SAR) to make sure the following information is correct:**

- o Questions 1-3 - **Your last name, first name and middle initial (**Make sure the name you reported on the Student Aid Report is the same as that listed on your Social Security Card.)
- o Question 8 - **Your Social Security number** reported on the Student Aid Report
- o Question 9 - **Your date of birth**
- o Questions 14-15 - **Your citizenship status** (US citizen or, for an eligible non-citizen, your Alien Registration number)
- o Step 7, Item 103 - **Your signature (and one parent's signature if you are a dependent student)**

If these items need to be corrected, make corrections on your FAFSA using your FSA ID at https://studentaid.gov/h/apply-for-aid/fafsa . Be sure to have your parent sign electronically using his/her FSA ID if you are a dependent student. You can also make corrections on your paper Student Aid Report if you received one and mail it back to the Federal Processor (address listed on SAR).

If this step resolves the problem and you receive a valid FAFSA with a calculated Expected Family Contribution (EFC), no further action is needed. If this does not resolve the issue, proceed to Step 2.

Step 2 **You will need to complete the information below and provide the Lander University Financial Aid Office with proof of your US citizenship or eligible non-citizen status. Check the category listed below and take the appropriate action.**

☐ **If you are a US citizen**, please provide one of the following documents listed below. You must bring the original document to the Lander University Financial Aid Office for certification.

- o Copy of your birth certificate showing you were born in the US and a copy of your Social Security Card
- o Copy of form indicating birth abroad of a US citizen: FS-240, FS-545, or DS-1350
- o Copy of US passport indicating US citizenship (expired or unexpired)
- o Certificate of Citizenship (N-560 or N-561) from USCIS
- o Certificate of Naturalization (N-550 or N-570) from USCIS

☐ **If you are an eligible non-citizen**, please provide one of the following documents listed below. You must bring the original document to the Lander University Financial Aid Office for certification.
Once we receive this information, a Document Verification Request (G-845) may be submitted on your behalf to the U.S. Citizenship and Immigration Services (USCIS).

- o I-551 Card- Alien Registration Receipt Card
- o I-94A Document- Arrival-Departure Record from USCIS showing any one of the following designations: refugee, asylum granted, indefinite Parole and/or Humanitarian Parole, or Cuban-Haitian Entrant

☐ **If you provided documentation in a prior year and the document doesn't expire**, please check here and return the form to the Financial Aid Office.

If you are not a US citizen or eligible non-citizen, you will not be eligible to receive federal financial aid. If you have questions, call our office at (864) 388-8340.

DATA ENTRY		COUNSELOR REVIEW	CIRCLE RNIMS CODE
Original Documents Reviewed	YES NO	Circle Comment Code that applies and follow instructions on SAR Comment Code/Text Guide See RNIMSxx	Citz 141 142 144 146 Citz SAVE 046 105 109 - May need DHS-SAVE ifap.ed.gov/DHSSAVEEligibleNoncitizen/ElectThirdStepVerfi.html Cit2 SAVE Secondary Confirmation Match Flag = P
NOTES: Review E-Announcement 2/26/18 re: G845 submission "DHS-SAVE" Review GEN-15-08 if student unable to appear in person with originals		If RNIMSxx shows 068, 088, 109, 141,142 144 146 CC and proper docs rec'd, correct RNANAxx, set CORRP	Update ROAUSDF with new trans # and EFC if A# added
		RRAAREQ (can only S code for orig docs) RHACOMM	S = Eligible, X = Ineligible, I=Incomplete
		CNSLR Signature/Date:	
FSAH, Vol. 1, Ch. 2, SAR Comment Code/Text Guide		Call the Office on Trafficking in Persons at 1-866-401-5510 to verify validity of documents and confirm eligibility has not expired.	