



# Lander University Financial Aid Office

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## 2021-2022 U.S. Citizenship/Eligible Non-Citizen Status Confirmation

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

We are unable to continue processing your 2021-2022 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 2021-2022 FAFSA/Student Aid Report (SAR) to make sure the following information is correct:

- 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.)
- Question 8 - **Your Social Security number** reported on the Student Aid Report
- Question 9 - **Your date of birth**
- Questions 14-15 - **Your citizenship status** (US citizen or, for an eligible non-citizen, your Alien Registration number)
- 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.

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

- I-551 Card- Alien Registration Receipt Card
- 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  |
|--|-----------|--|--|
| <b>Original Documents Reviewed</b>   | YES<br>NO | Circle Comment Code that applies and follow instructions on SAR Comment Code/Text Guide See RNIMSxx                                  | Citz 141 142 144 146<br>Citz SAVE 046 105 109 - May need DHS-SAVE<br><a href="http://ifap.ed.gov/DHSSAVEEligibleNoncitizen/ElectThirdStepVerfi.html">ifap.ed.gov/DHSSAVEEligibleNoncitizen/ElectThirdStepVerfi.html</a><br>Cit2 SAVE Secondary Confirmation Match Flag = P |
| NOTES: Review E-Announcement 2/26/18 re: G845 submission "DHS-SAVE"<br>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 RNANAx, set CORRP                                  | Update ROAUSDF with new trans # and EFC if A# added  |
|  |           | RRAAREQ (can only S code for orig docs)<br>RHACOMM   | S = Eligible, X = Ineligible, I=Incomplete   |
|  |           | <b>CNSLR Signature/Date:</b>   |  |
| 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. |  |