



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid (SFA)
227 Bowen- Thompson Student Union

Citizenship and Immigration Status
Certification of True, Exact, and Complete
Copy of the Original Documents
2023-2024

Last Name First Name M.I. BGSU ID Number Phone Number (include area code)

Address (include apt. no.)

City State Zip Code

This form is for the collection of Department of Homeland Security or other U.S. citizenship/nationality documents. Note: DACA (Deferred Action for Childhood Arrivals) individuals are not eligible for federal student aid.

I certify that I, \_\_\_\_\_, am the individual signing this statement and I am providing a copy of my documents along with a copy of a 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.

Table with 3 columns: Name of Valid Photo ID, Expiration Date of Valid Photo ID, Issuing Authority of Valid Photo ID

If you are a U. S. citizen, photocopy the original document of one of the following, and submit the copy with this form to Student Financial Aid.

- U. S. Birth Certificate if born in U.S. not foreign-born
Certificate of Naturalization
Consular Report of Birth Abroad (Form FS-240)
Certification of Report of Birth (DS-1350)
U. S. Passport
Certificate of Citizenship
Certification of birth issued by a foreign service post (Form FS-545)

If you are an eligible non-citizen, photocopy the original document of one of the following, and submit the copy with this form to Student Financial Aid.

- Permanent Resident Card (I-551)
Resident Alien Card (I-551)
Arrival/Departure Record (I-94 or I-94A) stamped with "Processed for I-551" with expiration date
Arrival/Departure Record (I-94) stamped with "Temporary Form I-551" with appropriate information filled in
Arrival/Departure Record (I-94) with designation of Refugee, Asylum Granted, Parolee, or Cuban-Haitian Entrant
MRIV (machine readable immigrant visa) w/holder's unexpired passport, and contains the statement "upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year."
United States Travel Document (mint green cover) that contains statement "Permit to Reenter Form I-327"
INS Form G-639 (if citizen of Micronesia, Palau, or Republic of the Marshall Islands)

Table with 2 columns: Name of Citizenship and/or Immigration Document(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.**

**\*\* Must be signed in office.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

I certify that I have verified the original citizenship documentation as indicated on this form, and disbursement of this student's aid may continue if all other eligibility criteria have been met.

\_\_\_\_\_ SFA Official Print Name and Initial  
\_\_\_\_\_ Date

Stamp Here

**\*\*OR If unable to come into office, sign in the presence of a notary public.**

State of \_\_\_\_\_ County of \_\_\_\_\_

I certify this to be a complete, exact and true copy of the original document certified this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_

Stamp Here

If you are certifying that you are a U.S. citizen, SFA will process your documentation, and federal aid can disburse on the normal disbursement cycle for the session/semester.

If you are certifying that you are an eligible non-citizen, SFA must initiate an online confirmation process to the U.S. Citizenship and Immigration Services. USCIS will send BGSU SFA a written response confirming or denying the validity of your documents. Federal aid cannot be disbursed until the USCIS confirmation response is received.

If in reviewing your documents, there is reason to question the validity of the documents submitted, SFA may request additional documentation. If SFA has conflicting information about a student's immigration or citizenship status or has any reason to believe information on the FAFSA is incorrect, SFA must resolve such discrepancies before disbursing federal financial aid.

Using our document upload ensures your documents will be processed in a timely manner.

**UPLOAD & SUBMIT** completed SFA forms at:  
<http://sfa.bgsu.edu/upload>

**OR**

**FAX:** 419-372-0404

If you chose the fax option, processing may be delayed as staff are working remotely.

### HAVE QUESTIONS?

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651,  
M-F, 8:00 am – 5:00 pm.

Ask your question online using our secure web portal at: <https://sfa.bgsu.edu/asksfa>