2025-2026 Proof of Citizenship Request Instructions

In accordance with federal regulations, students selected for citizenship verification as part of the 2025–2026 Free Application for Federal Student Aid (FAFSA) process must have their U.S. citizenship or eligible noncitizen status confirmed before any federal financial aid can be awarded.

To complete this requirement, students may upload their citizenship documentation to StudentForms. After submission, a virtual meeting with a Financial Aid Administrator via Microsoft Teams will be scheduled to verify that the submitted photo ID matches the student.

Acceptable **U.S. citizenship documents** along with a valid photo ID include:

- **Certificate of Naturalization**
- **Certificate of Citizenship**
- **Student's birth certificate**
- **U.S. passport / Wallet-sized passport card** (Note: "Limited" passports are not accepted.)

Acceptable **eligible non-citizens documents** along with a valid photo ID include:

- **Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card**
- **Arrival-Departure Record (Form I-94 – unexpired)**
- **Form I-797 (Approved Notice Only)**

Note: An **Employment Authorization Card (EAD)** is not sufficient on its own for verification. Additional documentation may be accepted on a case-by-case basis. Please contact the Financial Aid Office if you have questions about acceptable forms of documentation.

For **CFK Financial Aid Administrators** only:

Document Verified By:

Date Document Received: