

ALIEN REGISTRATION REQUIREMENT (Page 1 of Notary Version)

Student Name: _____ **Student ID:** _____

Academic Period of Enrollment

☐ Fall 2024, Spring 2025, Summer 2025 ☐ Fall 2025, Spring 2026, Summer 2026 ☐ Other _____

You either changed your citizenship information or reported you are an eligible non-citizen on your Free Application for Federal Student Aid (FAFSA). If you are an eligible non-citizen, the Department of Homeland Security (DHS) did not confirm your status. Please complete, sign, and date this form. If you are unsure if your status is eligible for Financial Aid, please contact our office. **When providing supporting documentation, the original documents must be presented in person at the UofL Student Financial Aid Office or with a notary.** * Copies are not acceptable. Do not fax or email.

Are you a U.S. Citizen? (only check one response)

☐ **Yes, I am a U.S. Citizen (U.S. National).**

- **Present this form in person* with your original birth certificate, passport, passport card, State Department documents, Naturalization Certificate, Certificate of Citizenship, or another document that proves your citizenship. (Copies not accepted.)**
 - *To avoid future processing delays, please update your citizenship records with the Social Security Administration as soon as possible.*

☐ **Check this box if you have previously submitted your citizenship documents to the Student Financial Aid Office and your status remains the same.**

☐ **No, but I am an eligible noncitizen.**

- **Provide your 8 or 9 digit Alien Registration Number:** _____
- **Present this form in person* with one of the following original documents. (Copies not accepted.)**
 - I-551 (Permanent Resident Card showing you are a U.S. permanent resident)
 - I-551C (conditional permanent resident with a Conditional Green Card)
 - I-94 (Arrival-Departure Record) from the Department of Homeland Security showing any of the following designations: Refugee, Asylum Granted, Parolee (I-94 confirming paroled for minimum of 1 year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.), or Cuban Haitian Entrant
 - Valid certification or eligibility letter from the Department of Health and Human Services showing a designation of Victim of human trafficking
 - I-797 with approval notice or prima facie status, court ordered suspension of deportation or court ordered cancellation of removal of the abused person under the Violence Against Women Act (VAWA)
 - **Please contact our office if you are an eligible noncitizen and you are unsure of what documentation to submit to verify your status.**

☐ **No, I am not a U.S. citizen or eligible noncitizen.**

- Indicate this option if you are in the U.S. and have been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, H or L series temporary employment visa, or a G series visa (pertaining to international organizations); or you are neither a citizen nor an eligible noncitizen. **You will not be eligible for federal student financial aid.**

** Federal requirements state the student must present original documentation that verifies citizenship prior to disbursement. If you are unable to do so or cannot visit a notary in person or a notary, please contact our office for guidance at 502-852-5511.*

By signing this form, you certify that all of the information you provided on the form and any submitted documentation is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed form. If you purposefully give false or misleading information you may be subject to criminal penalties under 20 U.S.C. 1097, which may include a fine up to \$20,000, imprisonment, or both.

Student Signature: _____ **Date:** _____ **Phone number:** _____

Office Use Only Reported on ISIR: _____

CC: _____ CTZ stat: _____

Prim. DHS: _____ ARR #: _____

Sec. DHS: _____ Name: _____ DOB: _____

☐ **Original Documents Reviewed by:** _____ **Date:** _____

☐ Checklist: ARR _____ Date: _____ Init. _____

☐ PK Summary > DHS/INS db Match

☐ Begin SAVE secondary confirmation process _____

ALIEN REGISTRATION REQUIREMENT *(Page 2 of Notary Version)*

If the student is unable to appear in person at the University of Louisville to provide proof of U.S. citizenship or eligible non citizenship status, the student must present original documents to a Notary Public Official, along with a copy of a valid unexpired government-issued photo identification card (ID) bearing his/her portrait (or likeness).

- **Acceptable original documents for Proof of U.S. Citizenship:** Original birth certificate, Passport, Passport Card, State Department documents (i.e., FS-240, FS-545, DS-1350), Naturalization Certificate, or Certificate of Citizenship (N-560 or N-561).
- **Acceptable original documents for Proof of Eligible Non citizenship:** Alien Registration Receipt Card (I551), proof of permanent residency status, or evidence from the Immigration and Naturalization Service that you are in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, or another document listed on the previous page.
- **Valid unexpired government-issued photo ID:** A driver's license, other state-issued ID, or passport.

List of Documents Needed *(Notary-please make a copy of the documents listed)*

1.Type of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID
2.Type of Citizenship and/or Immigration Documents	Expiration Date (if any) of Citizenship and/or Immigration Documents	

Notary Certificate of Acknowledgment

Notary Official Seal

I certify that _____ *(printed name of student/signer)* personally appeared before me on this date _____ and provided me original citizenship/eligible non citizenship documents and his/her unexpired government-issued ID to photocopy.

Notary Name _____

Notary Signature _____

State of _____ City/County of _____ Commission Expires _____

Student Certification and Signature

Sign and date this form with a handwritten signature. Electronic/typed signatures **are not** acceptable.

I certify that I, _____ *(print student's full name)*, am the individual signing this statement, and **I am providing a copy of my original documents along with a copy of a valid unexpired government-issued photo identification card bearing my portrait (or likeness). I also certify that the Notary Public Official made these photocopies, and the copies are the true, exact, and complete copies of the originals issued to me.**

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.

Student's Signature _____ Student's UofL ID Number _____ Date _____
Signatures must be handwritten. Typed/font signatures will not be accepted.

Once completed, please mail this form, a copy of the U.S. citizenship/eligible non citizenship, and a copy of the unexpired government issued ID to the address below. **We cannot accept this by fax or email.**

Mailing Address: Student Financial Aid Office (Houchens Room 110)
University of Louisville
Louisville, KY 40292