

**Financial Aid** | finaid@nwtc.edu  
2740 W Mason Street  
Green Bay WI 54307-9042  
Phone: 920-498-5444 • Fax: 920-491-2619

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Student ID: \_\_\_\_\_

## 2022-23 Citizenship Verification

We have completed the initial review of your 2022-23 Free Application for Federal Student Aid (FAFSA). It has been determined that we need more information regarding your citizenship status.

**Please check the box that applies to you as well as the documentation you will provide:**

- I am a U.S. citizen.**
  - U.S. Birth Certificate, Certificate of Naturalization, Certificate of Citizenship, U.S. Passport/U.S. Passport Card, or Certification of Birth Abroad
- I am an eligible noncitizen**
  - Alien Registration Receipt Card (I-151) (**both sides**).
  - Resident Alien Card (I-551) (**both sides**).
  - Conditional Permanent Resident Card (I-151C) (**both sides**).
  - Permanent Resident Card (I-551) (**both sides**).
  - Arrival Departure Record (I-94) from the Department of Homeland Security *showing any one of the following designations:*
    - "Processed for 551" with expiration date
    - "Refugee"
    - "Asylum Granted"
    - "Indefinite Parole" and/or "Humanitarian Parole"
    - "Cuban/Haitian Entrant"
  - U.S. Travel Document (which contains Reentry Permit Form I-327/Refugee Travel Document Form I-571).
  - Machine Readable Immigrant Visa (MRIV that is unexpired with an admission stamp and the statement "Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year").

**\*\*You must possess one of the documents listed above to be eligible for financial aid. You are **not** eligible for financial aid if you are in the United States under one of the following designations:**

- An F1 or F2 student visa
- A J1 or J2 exchange visitor visa, or
- A G series visa (pertaining to international organizations), or
- If you have only an Employment Authorization Card (I-688A) which includes DACA.

**THERE ARE TWO WAYS TO VALIDATE YOUR CITIZENSHIP:**

1. In person at NWTC- see instructions below.
2. In person with a Notary- complete page 2 of this form.

**1. Bring ORIGINAL citizen document(s) to NWTC.**

To be completed by an **NWTC employee** when Option #1 is chosen:

- Student presented original documentation in person on (date) \_\_\_\_\_.
- A copy of the original documentation has been made with the word "Copied from Original," the date, and my initials: YES NO
  - Previously submitted original documentation and verified with The Financial Aid Office original is on file.
- Signature of employee: \_\_\_\_\_

**Statement of Certification:** I certify that the information given to document my citizenship status is true, exact, and complete. I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for a repayment of any funds received on the basis of the information and documents that I have provided

\_\_\_\_\_  
Student's Signature (Electronic Signatures are NOT accepted)

\_\_\_\_\_  
Date

2. If you, the student, cannot complete the citizenship validation process in person, then you must have this form notarized in the box below. Please mail this **original notarized** form, a photocopy of the acceptable citizenship documentation, and a photocopy of a valid photo ID to:

Northeast Wisconsin Technical College  
Financial Aid Office  
2740 W. Mason St.  
Green Bay, WI 54307

**Note:** The United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS) permits photocopying of these documents for the purpose of applying for student financial aid.

To be completed by a Notary if student cannot appear in person – certification of true, exact, and complete copy of the original documents:

State of \_\_\_\_\_ City/County of \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_,  
(Date) (Notary's name)

personally appeared, \_\_\_\_\_, and provided to me on basis  
(Printed name of signer)

of satisfactory evidence of identification \_\_\_\_\_ AND  
(Type of **original** Citizenship and/or Immigration Documents)

\_\_\_\_\_ to be  
(Type of valid photo ID)

the above-named person who signed the attached  
\_\_\_\_\_.  
(Type of **original** Citizenship and/or Immigration Documents)

WITNESS my hand and official seal \_\_\_\_\_  
(seal) (Notary signature)

My commission expires on \_\_\_\_\_.  
(Date)

**Statement of Certification:** I certify that the information given to document my citizenship status is true, exact, and complete. I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for a repayment of any funds received on the basis of the information and documents that I have provided. **Please check box and sign.**

Copy of document is a copy of the ORIGINAL citizen document.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Electronic Signatures are not accepted. Please watch your NWTC email for your next communication.**

**Failure to submit the requested information may prevent processing of your financial aid.**