



**St. John's University**  
**Office of Student Financial Services**  
 Eligible Non-Citizen Status Form

Student Name: \_\_\_\_\_

ID Number X \_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Alternate/Cell Number: \_\_\_\_\_

**Please present the requested documentation to:**

St. John's University  
 Bent Hall Student Financial Services Center  
 8000 Utopia Parkway  
 Queens, NY 11439

As part of the federal financial aid verification process you have been selected by the federal government to confirm your citizenship status. You are **requested** to appear in person at the University and present valid, original citizenship documentation. Please note that your eligibility for receipt of U.S. Federally funded student aid is based on confirmation by the U.S. Citizen and Immigration Services (USCIS) or Department of Homeland Security (DHS) of your Eligible Non-Citizenship Status.

I (Print Student Name) \_\_\_\_\_, born in (Print Country of Birth) \_\_\_\_\_  
 on (Date of Birth) \_\_\_\_/\_\_\_\_/\_\_\_\_ have resided in the United States since \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please check the status below that applies to you and attach appropriate documentation.**

- 1.  **U.S. National** - Attach a copy of your Naturalization Papers or United States Passport (Passport must be valid for at least five years).
- OR-
- A **Report of Birth Abroad** (Form FS-240). The form must bear an embossed seal including the words "United States of America" and "State Department".
- 2.  **U.S. Permanent Resident** (Check the type of permanent resident status you hold and attach appropriate proof to this form):
  - Permanent Resident or Resident Alien card (**Form I-551 or I-151**) Attach a copy of both sides.
  - Conditional permanent resident with a Conditional Green Card (**I- 551C**) Attach a copy of both sides.
  - A passport stamped **Processed for I-551**. "Temporary Evidence of Lawful Admission for Permanent Residence." Attach a copy of stamped page as well as **Biographic page**.
  - An un-expired **Arrival/Departure Record (Form I-94)** with stamp indicating admission for permanent residence in the U.S. Attach a copy.
- 3.  Other Eligible Non-Citizen, and living in the U.S. for other than a temporary purpose with the following Immigration status on **Form I-94**. (Those granted Asylum/Refugee, Parole Status, or Cuban-Haitian Entrant) Attach a copy.
- 4.  Certification Letter or Eligibility Letter from the U.S. Department of Health and Human Services (HHS) under Section 107(b) of the Trafficking Victims Protection Act of 2000. T-Visa Holders. Attach a copy.
- 5.  Other

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

If you are unable to appear in person please submit the accompanying form notarized, signed and dated along with a clear copy of the documentation to:

St. John's University  
 8000 Utopia Parkway  
 Queens, NY 11439  
 Attn. Office of Student Financial Services



**St. John's University**  
**Office of Student Financial Services**  
 Certification of True, Exact, and Complete  
 Copy of the Original Documents

_____	_____	_____
Student's Last Name	Student's First Name	Student's St. John's X ID Number
_____		_____
Student's Home Phone Number (include area code)		Student's Alternate or Cell Phone Number

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents from students **unable** to present their documents in person.  
 A student who is unable to appear at the University must complete this form **AND** submit clear copies of original citizenship documentation. The University may be required to forward the documentation collected to DHS for secondary confirmation.

I certify that I, \_\_\_\_\_, am the individual signing this statement, and I am  
 (Print student's full name)  
 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.

List of document(s):

NAME OF VALID PHOTO ID	EXPIRATION DATE OF VALID PHOTO ID	ISSUING AUTHORITY OF VALID PHOTO ID

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.

_____	_____	_____
Student's Signature	Student's X ID Number	Date
*Sign in the presence of a notary public		<b>Seal/Stamp</b>

**WITNESS** my hand and official seal \_\_\_\_\_  
 (Notary's Signature) (Date)

**Please return this form to:**  
 St. John's University  
 Office of Student Financial Services  
 8000 Utopia Parkway  
 Queens, NY 11439