

*A student has to be a citizen or eligible noncitizen to receive FSA aid. In this chapter, we describe how the student's FAFSA information is matched with citizenship records. We'll also describe immigration documents that you may have to collect to make sure that the student meets this requirement.*

## ELIGIBLE CATEGORIES

A student must be a citizen or eligible noncitizen to receive aid from the FSA programs. The general requirement for eligible noncitizens is that they be in the U.S. for other than a temporary purpose with the intention of becoming a citizen or lawful permanent resident, as determined by the Bureau of Citizenship and Immigration Services (BCIS, formerly the Immigration and Naturalization Service or INS). The eligible statuses are:

- A U.S. citizen or national.
- A U.S. permanent resident.
- Citizens of the Freely Associated States: the Federated States of Micronesia and the republics of Palau and the Marshall Islands.
- Other eligible noncitizens.

The Department of Education performs matches against the application to verify the student's citizenship status. In addition, there are procedures that you must follow to confirm a noncitizen's status through the BCIS if the CPS matches don't confirm that status.

Students who are eligible because they are citizens of certain Pacific Islands can only receive aid from some of the FSA programs (see "Citizens of the Freely Associated States" on p. 38). Students in the other categories may receive any federal student aid an eligible school in the United States offers. If they're attending foreign schools that participate in the FFEL Program, they may receive Stafford loans.

If a parent wants to take out a PLUS loan for a dependent undergraduate student, both the parent and the student must be U.S. citizens or nationals, permanent residents, or eligible noncitizens. The CPS doesn't match the parent's citizenship status with immigration records, so a parent who is a permanent resident or other eligible noncitizen must provide documentation of that status to you.

## Citizenship issues:

- ➔ U.S. citizens matched with Social Security Administration database
- ➔ U.S. permanent residents matched against BCIS records
- ➔ If match fails after primary verification and automated secondary confirmation, the school must collect documentation and conduct manual secondary confirmation

## Citizenship

HEA Sec. 484(a)(5),  
34 CFR 668.32(d),  
34 CFR 668.33,  
and Subpart I of Part 668.

## Documenting citizenship

34 CFR 668.33(c)

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### Data doesn't match example

Allen put in an incorrect number for his SSN when he completed his FAFSA. The number he used isn't in the SSA database. Therefore, his application fails both the SSN match and the SSA citizenship match. Allen will need to fix the problem before he can receive aid. Because the SSN is incorrect, Sarven Technical Institute asks Allen to complete a new FAFSA instead of making a correction (see Chapter 4 for more on fixing SSN problems).

## U.S. CITIZEN OR NATIONAL

The term "U.S. citizen" includes citizens of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands. All U.S. citizens are considered to be U.S. nationals. However, not all nationals are U.S. citizens: natives of American Samoa and Swain's Island are not U.S. citizens but are nationals and therefore may receive FSA funds.

### *Citizenship match with Social Security Administration (SSA)*

All applications are automatically matched with Social Security records to verify U.S. citizenship status, the Social Security Number, and possible date of death (see Chapter 4). The result of the Social Security citizenship match is reported under SSA of the match flags on the ISIR and "SSA Citizenship Code" on the SAR.

If the student leaves the citizenship question on the FAFSA blank, the CPS will still attempt the citizenship match. If there is a complete match with the student's Social Security number, name, date of birth, and U.S. citizenship, the CPS will determine the student to be a citizen. The CPS will reject the application for insufficient information if one of the items does not match.

Note that U.S. citizens born abroad might fail the Social Security citizenship match unless they have updated their citizenship information with the Social Security Administration (see "Updating Status for Citizens Born Abroad").

▼ *Successful match.* The SAR and ISIR won't have a comment if the match is successful, but a match flag will indicate that the student's status was confirmed.

▼ *Data doesn't match.* If the student's SSN, name, or date of birth, doesn't match Social Security records, the citizenship status can't be confirmed. A comment to this effect will be printed on the output document. The student should make the necessary corrections to the SSN, name, or date of birth (see Chapter 4 for a discussion of SSN match problems). When the corrections are sent to the CPS, the CPS performs the match again, and you should check the new results to see if the match confirmed the student's citizenship status.

If you have resolved the SSN problems with the student, but still can't get the student's citizenship confirmed, the student can instead provide documentation of citizenship. See "Other Documentation" for a list of documentation that you may accept.

▼ *Citizenship not confirmed.* If the Social Security match doesn't confirm that the student is a citizen, the SAR and ISIR will include a comment explaining that the student either needs to provide documents proving citizenship or make a correction to show that she is an eligible noncitizen.

If the student is a citizen, he must give you documentation of his citizenship status. If the student submits appropriate documents, you

can disburse aid to the student. Unlike documentation for eligible noncitizens, you don't submit these documents to the BCIS, or any other agency, for verification. You do need to keep a copy of the documents in the student's file. The student might also want to contact the Social Security Administration to have it update its database, but doesn't have to do this to receive aid. See "Other documentation" below for possible documentation.

If the student is an eligible noncitizen, she must submit a correction, which must include the Alien Registration Number or A-Number. When the correction is sent in, the CPS will attempt a match with BCIS records to confirm the student's status.

### ***Other documentation***

If a student must document his or her status as a citizen or national, you decide what documentation is acceptable. The Department doesn't specify the documentation that the student must provide, but the following are some examples of documents that you might choose to use:

- A copy of the student's birth certificate showing that she was born in the United States, which includes Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after Jan. 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S.
- A U.S. passport (current or expired), except limited passports, which are issued for periods of less than five years. In the case of nationals who are not citizens, the passport will be stamped "Noncitizen National."
- A copy of Form FS-240 (Consular Report of Birth Abroad), FS-545 (Certificate of birth issued by a foreign service post), or DS-1350 (Certification of Report of Birth). These are State Department documents.
- A Certificate of Citizenship (N-560 or N-561), issued by the BCIS to individuals who derive U.S. citizenship through a parent.
- A Certificate of Naturalization (N-550 or N-570), issued by the BCIS through a federal or state court, or through administrative naturalization after December 1990 to those who are individually naturalized.

Older versions of the Certificate of Citizenship and of the Certificate of Naturalization instruct the holder not to photocopy them. The Bureau of Citizenship and Immigration Services has advised the Department that these documents may be photocopied if done for lawful purposes (such as documenting eligibility for FSA funds).

### **Example: citizenship not confirmed**

Chavo is a U.S. citizen, but SSA doesn't confirm his citizenship status. Sarven Technical Institute asks him to submit documentation of his status. Chavo first submits a Social Security card, but Sarven explains that the card doesn't document his status because noncitizens can have Social Security cards. Chavo then brings in his U.S. passport. Sarven makes a copy of the passport for its files, and tells Chavo his citizenship has been documented. Sarven also advises Chavo to have the SSA correct its database, so that he won't have this problem again.

### **Social Security card and driver's license**

A Social Security card or driver's license isn't acceptable for documenting citizenship or national status, since noncitizens and nonnationals can also have these forms of identification.

### *Updating status for citizens born abroad*

Even though students are considered U.S. citizens when born abroad to parents who are U.S. citizens, the SSA database is not automatically updated to indicate the student's status even if the student's birth was registered. Therefore, such students (for example, those born on military bases abroad) will fail the citizenship match until the SSA's database is corrected. That is, the applications of U.S. citizens who were born abroad but who file as U.S. citizens are automatically flagged by the SSA as ineligible and foreign-born, even if the applicant has a Social Security Number.

Such students can document citizenship by providing a "Consular Report of Birth Abroad" (Form FS-240, which is *proof* of U.S. citizenship) or a "Certification of Report of Birth" (Form DS-1350, which is *evidence* of U.S. citizenship and equivalent to a birth certificate). If the birth of the student was registered with the American consulate or embassy in a foreign country before he turned 18, he can receive a copy of the certificate by contacting

Department of State  
Passport Vital Records Office  
1111 19th Street, NW, Suite 510  
Washington, DC 20522-1705  
202-955-0307

The student should provide his name given at birth; the date and location of birth; if possible, the parents' names and their dates and places of birth; and a daytime phone number and return address. The request must be signed, and for form FS-240 the student also has to include the original form (to exchange it) or a signed affidavit that the original was destroyed or lost. The cost for the FS-240 is \$40; for the DS-1350 it's \$20 plus \$10 for each additional copy. This should be sent as a check or money order (not cash) payable to The Department of State. It will take four to eight weeks to receive the form.

If the student is over 18 and the birth wasn't registered, she can file a self-petition for a "Certificate of Citizenship" to any local U.S. BCIS office (Form N-600). Proof of the parents' U.S. citizenship at the time of the student's birth must be provided.

### U.S. PERMANENT RESIDENTS AND OTHER ELIGIBLE NONCITIZENS

A permanent resident is a noncitizen who is legally permitted to live and work in the United States permanently. Other eligible noncitizens include:

- **Refugees.** This status is considered temporary, although refugees can apply for permanent residence;
- **Persons granted asylum.** Persons who have been granted asylum in the United States are given employment authorization for one year. At the end of that year, they are eligible to apply for

## Citizenship Match with Social Security Administration

<i>Result</i>	<i>Match flag</i>	<i>"C" code or rejected application</i>	<i>Comment number and text</i>	<i>Action needed</i>
Match conducted. SSA confirmed citizenship status.	A or blank		No comment	No resolution required.
Match conducted. SSA did not confirm U.S. citizenship status.	B, C, D, E, F, or *	C code	146 The Social Security Administration did not confirm that you are a U.S. citizen. You need to provide your school with documentation of your citizenship status before you can receive federal student aid.	If the student is a U.S. citizen, he or she should provide documentation (see "Other Documentation," page 31). If the student is an eligible noncitizen, he or she should correct Item 13 and provide a valid A-Number. If the student is then successfully matched with INS as an eligible noncitizen, no further resolution is necessary.
Match conducted. SSA unable to verify citizenship because there was no match on SSN, name, or date of birth.	N	C code	062 In addition, the Social Security Administration could not confirm your claim of citizenship because of questions about your social security number, name, or date of birth.	Make any necessary corrections to SSN, name, or date of birth so record can be sent back for matching. Review subsequent transactions for the updated match results. If the student believes the information originally reported is correct, he or she should contact SSA so that it may update its database. The school may pay the student if it receives documentation of the student's citizenship status (see "Other Documentation").

permanent residence. Asylum status continues unless revoked by BCIS or until permanent residence status is granted;

- **Conditional entrants.** These individuals are refugees who entered the United States under the seventh preference category of P.L. 89-236 or whose status was adjusted to lawful permanent-resident alien under that category. Note that the BCIS stopped using this category on March 31, 1980;
- **Persons paroled into the U.S. for at least one year.** These individuals must also provide evidence (such as having filed a valid permanent resident application) from the BCIS that they are in the U.S. for other than a temporary purpose and intend to become a citizen or permanent resident;
- **Cuban-Haitian entrants.**

Some **noneligible statuses** are:

- **Family unity status.** Such individuals have been granted relief from deportation under the Family Unity Program. Previously they were eligible for FSA funds.
- **Temporary residents.** These individuals are allowed to live and work in the U.S. under the Legalization or Special Agricultural Worker program. Previously they were eligible for FSA funds.
- **Individuals with nonimmigrant visas.** This includes those with work visas, and students, visitors, and foreign government officials.

## MATCH WITH BCIS RECORDS

To verify the immigration status of U.S. permanent residents and other eligible noncitizens, the Department collects A-Numbers on the FAFSA. (The BCIS assigns A-Numbers to all legal immigrants.) If the applicant indicates on the FAFSA that he is an eligible noncitizen and provides an A-Number, identifying information from the FAFSA is automatically sent to the BCIS for “Primary Verification.”

The results of the match are shown by a match flag in the FAA information section of the output document, under the heading “BCIS” on the ISIR or “BCIS Match Flag” on the SAR. There will also be a comment about the results on the output document.

Because all applications are matched with SSA records, an application that is matched with BCIS records will also be matched with citizenship information from the SSA. Results from the BCIS match take precedence over any results from the SSA match, so the latter’s citizenship match flags won’t appear on the output document. You should follow the usual procedures for resolving any BCIS match discrepancies.

If a student leaves the citizenship question blank but provides an A-Number, the CPS will assume the applicant is an eligible noncitizen and will attempt to match the A-Number with BCIS records. If the student leaves both the citizenship question and A-Number blank, the CPS won’t match with BCIS records and will reject the application. The student must submit a correction with the citizenship status and A-Number if he is an eligible noncitizen.

▼ *Successful match.* If the match confirms the student’s immigration status, then he can receive aid if the other eligibility criteria are also met. The SAR and ISIR with the successful match results are documentation of the student’s eligibility. Of course, if you have other information about his status that seems to contradict the successful match result, you must resolve the conflict before paying the student (see “Conflicting Information” in chapter 1).

▼ *Not enough information.* If the student said she was an eligible noncitizen but provided either no A-Number or an illegible or invalid one, the match won't be attempted. Instead, the student will receive a C code and a comment stating that there's a question about the A-Number and directing her to provide the school with documentation of her eligibility. Compare the document with the SAR/ISIR; if appropriate, the student should correct the A-Number and resubmit it so that the match can be conducted.

Note that the same will apply to citizens of the Marshall Islands, the Federated States of Micronesia, and Palau because such students won't have A-Numbers to report. However, these students aren't required to provide proof of eligible noncitizen status.

▼ *Status not confirmed.* If the match was conducted but didn't confirm the student's status, the discrepancy must be resolved before you pay him. (First make sure that his alien registration number and date of birth are correct.) To confirm he is eligible for FSA funds, his record will have to pass through a subsequent process called secondary confirmation.

## AUTOMATED SECONDARY CONFIRMATION

If the database match with immigration records doesn't confirm a student's claim to be an eligible noncitizen, the BCIS will automatically check if it has documentation that determines the student's citizenship. If this automated process confirms a student's eligible noncitizen status, the process obviates the manual or paper secondary confirmation that uses the G-845S form.

Beginning with the 03-04 award year, the CPS will wait for up to three days to give the BCIS time to conduct the automated secondary confirmation. If after three days the BCIS has not been able to confirm the student's citizenship status, the CPS will process SARs and ISIRs with a secondary confirmation match flag value of "P", meaning that the procedure is still in progress. Once the BCIS finishes the confirmation, the CPS will generate SARs and ISIRs reporting the results.

The school should wait at least five but no more than 15 business days for the result of automated secondary confirmation. If the result has not been received by that time, the school begins the paper process.

A correction made while the BCIS is conducting the automated secondary confirmation will start the process over, i.e., the correction will be sent through primary confirmation. Though unlikely, if the new primary confirmation match yields a "Y," the transaction can be used to award aid. A correction made to a transaction that contains secondary confirmation results of "Y" or "C" (or a transaction with a primary confirmation result of "Y") will not be sent through the BCIS citizenship match again. Otherwise the record will be re-sent for matching.

## The A-Number on the FAFSA and the BCIS verification number

When the CPS matches with BCIS records, a 15-digit verification number is assigned to the student and printed in the "FAA Information" section of the SAR and ISIR. This number is needed for secondary confirmation with the BCIS (see "Secondary Confirmation") and is reported in box 6 of the G-845S form.

**If the student does not provide an A-Number on the FAFSA, the match can't be made and the student won't receive an INS verification number.**

The student's information should be re-submitted with the A-Number so that a computer match may be attempted because the school won't be able to check the student's status through the secondary process unless it has an BCIS verification number.

## INS Primary Verification Match

<i>Result</i>	<i>Comment number and text</i>	<i>Action needed</i>
Match conducted. Applicant's non-citizen eligibility confirmed by INS. <b>Match Flag: Y</b>	143 Your citizenship status has been confirmed by the Immigration and Naturalization Service (INS), and you meet the citizenship requirements for federal student aid.	None Do not initiate secondary confirmation unless you have conflicting information about the student's citizenship status.
Match not conducted. Student didn't provide alien registration number or provided invalid alien registration number. <b>Match Flag: blank C code</b>	142 The Immigration and Naturalization Service (INS) could not confirm your statement that you are an eligible noncitizen because there is a question about your alien registration number. You must submit proof of your noncitizen eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may not be eligible for federal student aid.	Resolution required. If the student gave an invalid alien registration number or didn't provide one, don't initiate secondary confirmation. Instead, help the student correct the SAR/ISIR and resubmit it. If the student has given adequate information, the record will be matched with the INS again. Review the updated match flags on subsequent transactions.
Match conducted. INS did not confirm applicant's non-citizen eligibility <b>Match Flag: N C code</b>	144 The Immigration and Naturalization Service (INS) has not yet confirmed your statement that you are an eligible noncitizen. INS will continue to check their records and we will notify you when we have received more information from them.	Resolution required. See match flag on secondary confirmation. Based on applicant identifier and primary confirmation information, INS will conduct secondary confirmation, the result of which will determine the next step.
Match not conducted. Applicant did not indicate citizenship status. <b>Match Flag: blank Reject 17</b>	068 You did not indicate on your application that you are a U.S. citizen or an eligible noncitizen. To be eligible to receive federal student aid, a student must be (1) A U.S. citizen (or U.S. national), or (2) An eligible noncitizen, such as a U.S. permanent resident or a resident of certain Pacific Islands, or as determined by the Department of Education.	If student failed to indicate citizenship, the citizenship match with SSA (but not INS) was conducted. If the SSA match confirmed him to be a U.S. citizen, the application will not be rejected and no resolution is required. But the student should correct item 13 to indicate he is a U.S. citizen or national.  If SSA did not confirm the student's citizenship, he will receive a reject 17 and resolution will be required. If the student is an eligible noncitizen, he should provide an A-number and the correct information on his citizenship status in question 13. His record will then be sent through the INS match. The school should review the INS match flag on the new output document.
Match not conducted. Applicant changed status from eligible noncitizen to citizen or changed A-number. <b>Match Flag: blank C code</b>	141 You changed your response to citizenship or you changed the alien registration number verified with INS. You must submit proof of your citizenship status to your FAA.	Resolution required. The school must determine why the student made the change and resolve any conflicting information. The student may need to submit proof of citizenship, depending on the reason for the change.



## PAPER SECONDARY CONFIRMATION

If the student didn't pass automated secondary confirmation or if you have conflicting information about his immigration status, you must use paper secondary confirmation. The student has to give you documentation showing that he is an eligible noncitizen. If you determine that this documentation doesn't provide reasonable evidence that he is an eligible noncitizen, he isn't eligible for FSA funds. However, if the student provides documentation that appears to demonstrate that he is an eligible noncitizen, submit the documentation to the BCIS (formerly the INS) to confirm it is valid.

### *Documents that establish aid eligibility*

The standard documentation for a permanent resident of the United States is the Permanent Resident Card (Form I-551, since 1997) or Resident Alien Card (Form I-551, before 1997). Both forms are referred to colloquially as "green cards," though they are not green. The BCIS is replacing cards issued before 1979 with these new, counterfeit-resistant cards. The deadline established for permanent residents to replace their old cards was March 20, 1996. However, the older Alien Registration Receipt Card (Form I-151, issued prior to June 1978) remains acceptable as evidence of permanent residence for the purpose of receiving FSA funds.

Permanent residents may also present an Arrival/Departure Record (Form I-94) with one of the following endorsements:

- "Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence. Valid until \_\_\_\_\_. Employment Authorized."
- "Temporary Form I-551. Admission for permanent residence at \_\_\_\_\_ [port] on \_\_\_\_\_ [date] verified. \_\_\_\_\_ [signature of issuing officer] \_\_\_\_\_ [title]." This I-94 will also contain the individual's photo and an INS seal over the photo and the stamp.

The I-94 will have an A-Number annotated on it and is an acceptable document as long as the expiration date has not passed. A noncitizen's passport will also have an A-Number annotated on it and may contain one of the endorsements above, but the passport alone isn't sufficient documentation for receiving aid.

For other classes of eligible noncitizens, the most commonly presented evidence of their status is on the I-94, which will contain one of the following:

- *Refugees*. A stamp reading either "Admitted as a Refugee Pursuant to Section 207 of the Act. If you depart the United States you will need prior permission to return. Employment Authorized," or "Status changed to refugee pursuant to Section 207 (c) (2) of the Immigration Nationality Act, on \_\_\_\_\_. Employment Authorized." Refugees may also have a Refugee

### Automated secondary confirmation comment codes

"Y": citizenship status confirmed. The student is eligible for aid.

"C": in continuance. The BCIS has not yet been able to confirm that the student is an eligible noncitizen. The school is encouraged but not required to wait ten business days for another ISIR with an updated match result. If there is no update, the school begins the paper (G-845S) secondary confirmation process.

"N": citizenship not confirmed. The BCIS did not confirm the student's citizenship status as eligible. The school should begin paper secondary confirmation.

"X": BCIS needs more information. The school should begin paper secondary confirmation.

### Status not confirmed example

On his original application Hector didn't give his A-Number and reported that he was a citizen. When the SSA didn't confirm this, Hector told the FAA at Guerrero University that he was a permanent resident. He made a correction, but the BCIS didn't confirm his status as an eligible noncitizen. He explained to the FAA that he had applied for permanent resident status but didn't have documentation yet. The FAA told him that when he had documentation that his application was approved, he should bring it to Guerrero so that it could be submitted to the BCIS for confirmation.

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### Conditions requiring secondary confirmation

34 CFR 668.133(a)

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### Use of copy of I-94

Note that a refugee or an asylee may apply for permanent-resident status. During the period in which the application is being reviewed, the student may have a copy of the I-94 that includes the endorsement "209a (or 209b) pending. Employment Authorized." Students with this form of documentation are eligible for FSA funds as long as the I-94 has not expired.

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### Documentation for Cuban-Haitian entrants

The I-94 for some Cuban-Haitian entrants who are applying for permanent residence may be stamped "applicant for permanent residence." (Or the student may instead be given a separate document acknowledging the receipt of his or her application for permanent residence.) Because the application for permanent residence is not sufficient to make a student eligible for FSA funds, a student who is a Cuban-Haitian entrant must request documentation of that status from the BCIS.

Travel Document (Form I-571), which can be used for documentation if it's unexpired.

- *Asylees.* A stamp reading "Asylum status granted pursuant to Section 208, INS. Valid to \_\_\_\_\_. Employment Authorized."
- *Conditional entrants.* A stamp indicating that the student has been admitted to the United States as a conditional entrant. Because the BCIS stopped using this category after March 31, 1980, you should not disburse FSA funds if the student has an I-94 with conditional-entrant status granted after that date.
- *Parolees.* A stamp indicating that the student has been paroled into the United States for at least one year, with a date that has not expired. (Federal student aid cannot be disbursed after the document has expired.)
- *Cuban-Haitian entrants.* A stamp across the face of the I-94 indicating that the student has been classified as a "Cuban-Haitian Entrant (Status Pending). Reviewable January 15, 1981. Employment authorized until January 15, 1981." Note that a document showing that the holder is a Cuban-Haitian entrant is valid even if the expiration date has passed.

The stamps described above will be in a rust-colored ink and will normally contain a validation indicating the office of issuance and a code that indicates which officer prepared the document. Examples of codes are "WAS-82" (Washington District Office, Officer Number 82) or "1/13/84 SPO.KD" (Spokane Office, officer's initials KD).

You must keep in the student's file a copy of the immigration documentation the student submits, along with the secondary confirmation results received from the BCIS. Documentation provided as proof of the student's immigration status (such as the I-551 and I-94) may legally be photocopied by the student as long as the photocopies are made for this lawful purpose. The student must understand that he is permitted to photocopy an BCIS document **only** for lawful purposes such as applying for FSA funds. (Document photocopying is generally not permitted for other purposes.)

You must always examine and copy original documents. Sometimes the endorsement or stamp does not photocopy well due to the ink color on the original document. In this case you should hand copy the exact endorsement on the photocopy. Because the endorsement can be placed anywhere on the I-94, the endorsement may be difficult to locate. Note that although the endorsement may appear on the student's passport, the endorsement **must also** be on the I-94. Because BCIS offices don't have uniform procedures or stamps, you should contact the local office with questions regarding acceptable immigration documentation.

### *Special circumstances*

If the student has an I-551 with a baby picture, she should update the I-551 with the BCIS. Permanent residents are expected to get a new picture and be fingerprinted at the age of 14. However, you can submit the documents to BCIS and ultimately pay a student who has an I-551 with a baby picture as long as you can confirm that the I-551 belongs to the student. You can confirm this by comparing the I-551 to a current photo ID that has the student's name, date of birth, and signature. The current photo ID must also be consistent with any identifying information that you keep in the student's file.

A student who has an approved application for permanent residence on file with the BCIS and who is waiting for a permanent resident card may not have proof of her permanent resident status. She should contact her local BCIS office for the passport stamp or I-94 stamp described at the end of this chapter, as these are available to a student before the normal permanent resident documentation is issued. Note that an **application** for permanent resident status is not sufficient for determining eligibility for FSA funds.

The Marriage Fraud Amendments established a two-year conditional permanent resident status for certain alien spouses and their children. The alien spouse of a U.S. citizen or legal immigrant is given conditional permanent resident status if the marriage took place less than two years before the spouse applied for permanent resident status or citizenship. This status may also apply to any of the spouse's children who are aliens.

An alien who is granted conditional permanent resident status will be given a Form I-551. This form is the same I-551 that is issued to regular permanent residents, except that the card for a conditional permanent resident expires in two years, as opposed to ten years for the regular card. Once the two-year period expires, a conditional permanent resident must file a petition for removal of this restriction within 90 days after the end of that period. The BCIS will then review the petition. If the results of the review are satisfactory, the restriction will be dropped and new documents will be issued. Conditional permanent residents holding an I-551 with a valid expiration date are eligible to receive FSA funds until the expiration date.

If a person is applying to suspend deportation, she must request a hearing before an Immigration Law judge who will render an oral or written decision. If the decision is favorable, the BCIS will give the applicant a Form I-551, which will certify her lawful permanent resident status. Therefore, there is no special category for persons who have been granted suspensions of deportation.

### **Jay Treaty**

There is one unusual circumstance where you will need to collect documentation from the student without requiring secondary confirmation. The Jay Treaty of 1794 (as well as subsequent treaties and U.S. immigration law) gives Canadian-born Native Americans with "50% Indian blood" the legal right to live and work in the United States. Such individuals are not subject to the legal restrictions typically imposed on aliens by the BCIS, are not required to obtain documentation from the INS, and are considered "lawfully admitted for permanent residence."

Because few FSA applicants are eligible under the Jay Treaty, the FAFSA does not include a separate response for such students. Therefore, any student eligible for FSA funds through the Jay Treaty should report that he or she is an "eligible noncitizen" and fill in "A999999999" for the A-Number. The student will fail the match and a comment 144 will be printed on the output document. The school must obtain proof that the student has 50% Native American blood and was born in Canada. To do so, the student should provide one or more of the following documents:

- A "band card" issued by the Band Council of a Canadian Reserve, or by the Department of Indian Affairs in Ottawa.
- Birth or baptism records.
- An affidavit from a tribal official or other person knowledgeable about the applicant's or recipient's family history.
- Identification from a recognized Native American provincial or territorial organization.

If the student can provide one of the above forms of documentation, and is otherwise eligible, the school must document the file and can award FSA funds.

**School policies on secondary confirmation**

34 CFR 668.134

*Documents showing noneligible statuses*

If the document a student submits is for a noneligible status, you shouldn't submit the documentation for secondary confirmation. The BCIS can only confirm whether or not the documentation is genuine; it doesn't determine whether the student is eligible for FSA funds. Unless the student can submit documentation for an eligible status, as described above, the student can't receive aid.

An approved Form I-797, "Application for Voluntary Departure Under the Family Unity Program," indicates that the student has been granted relief from deportation under the Family Unity Program. Students with this status are no longer eligible for aid.

The Immigration Reform and Control Act of 1986 (IRCA) established a legalization program (also called the amnesty program) for certain illegal aliens. The alien might eventually be granted permanent resident status. Although these individuals were given documentation that allowed them to work while their application was being processed, they aren't eligible for aid until their application for permanent resident status is approved. Documents such an individual might have in the interim are the Employment Authorization Card (Form I-688A), Employment Authorization Documents (Form I-688B or the I-766), or the Temporary Resident Card (Form I-688). None of these documents qualifies the student for FSA eligibility.

A student with a nonimmigrant visa isn't eligible for FSA funds unless he or she has a Form I-94 with one of the endorsements listed earlier. Nonimmigrant visas include the F-1, F-2 or M-1 Student Visa, B-1 or B-2 Visitor Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series Visa (which allow temporary employment in the U.S.), or a G series Visa (pertaining to international organizations). Also, someone who has only a "Notice of Approval to Apply for Permanent Residence (I-171 or I-464)" cannot receive FSA funds.

Some students may present Forms I-94 stamped "Temporary Protected Status." This status is used for persons who are from countries that are in upheaval, but the status differs significantly from "Refugee" or "Asylee" because it provides no conversion to permanent resident status. A student with this status is **not** eligible for FSA funds.

*Using the G-845S for secondary confirmation*

To initiate paper secondary confirmation, you must complete a Form G-845S and send it to the BCIS field office for your area. The G-845S ("Document Verification Request") is a standard form that asks the File Control Office at the BCIS to confirm the noncitizen's immigration status.

To complete the G-845S, fill in each item on the top half of the form. You must enter the A-Number in box 1. **For box 6 you must provide the 15-digit BCIS verification number that is printed on the SAR and ISIR. Secondary confirmation requests without this number will be returned unprocessed.** "Education Grant/Loans/Work Study"

must be marked in box 8, “Benefits.” You must state your name as the submitting official and your school’s name as the submitting agency.

Photocopies of the front and back sides of the student’s immigration document must be attached to the G-845S. Be sure to submit each pertinent visa and immigration document along with the form; the G-845S submitted by itself can’t be used to determine FSA eligibility. A student who has lost documents or surrendered these documents when entering prison is responsible for obtaining copies of these documents before the G-845S is submitted. (See “Replacing Lost BCIS Documents.”) You can request copies of immigration documents directly from penal institutions at the request of the student. You must send the completed G-845S and attachments to the File Control Office serving the prison’s locale no more than 10 business days after receiving the documentation from the student.

Noncitizens may also present other pertinent documents, such as marriage records or court orders, that indicate the identity or United States residency of the holder. Although these documents may not serve as adequate proof of immigration status, copies of these documents should also be submitted along with Form G-845S, as they may prove useful to the BCIS status verifier in the paper secondary confirmation process.

A status-verifier at the District BCIS Office will search the student’s record to confirm his immigration status. The status-verifier at the citizenship and immigration office completes the “BCIS Response” section of the G-845S and sends it back to your office, generally within 10 working days of receipt. We recommend that you document any mailings to the BCIS and call that office, if you haven’t heard back, to make sure that the G-845S was received. If you don’t receive a response from the BCIS within 15 working days (10 working days plus 5 days’ mail time) of the date you sent the G-845S, you should review the file and use your best judgment to determine whether the student meets the eligible noncitizen requirements based on the documentation the student provided and the information in this chapter. If you believe that the student meets the requirements, you can make any disbursement for which the student is otherwise eligible; however, you must note in the student’s file that BCIS exceeded the time allotment and that noncitizen eligibility was determined without BCIS verification.

When secondary confirmation results in an eligible status, you must keep the G-845S. If the confirmation process indicates a discrepancy, you must ask the student to correct the discrepancy with the BCIS. No certification of loans or further disbursement of funds can be made until the discrepancy is corrected. If the discrepancy isn’t reconciled, the student must repay all aid except wages earned under FWS. Whenever the student is able to provide new information, it must be submitted to the BCIS on a new G-845S.

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### Contacting the INS

Send the G845-S to the BCIS field office that serves your area. This will be either a district office or a sub office. You can get the address by calling the BCIS at 1-800-375-5283 or by visiting their website at [www.immigration.gov](http://www.immigration.gov) and looking under field offices.

**Procedure requirements**

34 CFR 668.135

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**Determining eligibility if BCIS response is late**

34 CFR 668.136(b)

As long as you have followed the procedures outlined here, including notifying the student of the discrepancy and withholding further payments and loan certifications as soon as a discrepancy is found, your school isn't liable for aid disbursed prior to secondary confirmation. (This, of course, assumes that you had no other conflicting information prior to making the disbursement and had reviewed the available documentation and concluded that the student was otherwise eligible.)

*Interpreting the BCIS response*

The status verifier will mark one or more of the checkboxes on the G-845S. The following list explains for each checkbox whether checking the box means the student is eligible. In reviewing the completed G-845S, bear in mind that it reflects the student's most recent status with the BCIS and may show a different status than the documentation presented by the student. In this case, you should verify that both documents identify the same person. If so, the status on the G-845S should be used since that status is the most current.

- 1. This document appears valid and relates to a Lawful Permanent Resident alien of the United States.** Block #1 is checked when the documentation submitted is determined to be a valid I-551, I-151, or I-94, or a passport stamped with the notation "Processed for I-551, Temporary Evidence of Lawful Admission for Permanent Residence." A student with this status is eligible for FSA aid.
- 2. This document appears valid and relates to a Conditional Resident alien of the United States.** This is checked when the documentation submitted is determined to be a valid I-551, or I-94 or a passport stamped with the notation "Processed for I-551, Temporary Evidence of Lawful Admission for Permanent Residence." A student with this status is eligible for FSA aid.
- 3. This document appears valid and relates to an alien authorized employment as indicated below.** This is checked to indicate whether the authorization covers full-time or part-time employment and when, if applicable, the period of employment will expire. "Indefinite" will be indicated if there is no specific expiration date for employment eligibility. Employment authorization by itself doesn't mean that the student is eligible for FSA funds. Unless some other eligible status is also checked, or the student can provide other documentation that can be confirmed by the BCIS, the student isn't eligible for FSA aid.

**Section A - to be completed by the submitting agency.**

To: Immigration and Naturalization Service

6. Verification Number

7.  Photocopy of Document Attached.  
*(If printed on both sides, attach a copy of the front and of the back.)*
- Other Information Attached *(Specify documents).*

From: Typed or Stamped Name and Address of Submitting Agency

8. (Benefit)	(Your Case Number)
<input type="checkbox"/> AFDC	
<input type="checkbox"/> Education Grant/Loans/Workstudy	
<input type="checkbox"/> Food Stamp	
<input type="checkbox"/> Housing Assistance	
<input type="checkbox"/> Medicaid/Medical Assistance	
<input type="checkbox"/> Unemployment Insurance	
<input type="checkbox"/> Employment Authorization	
<input type="checkbox"/> Other <i>(specify)</i>	

**Attn: Status Verifier**

*(INS may use above address with a #20 window envelope.)*

1. Alien Registration or I-94 Number

9. Name of Submitting Official

2. Applicant's Name *(Last, First, Middle)*

10. Title of Submitting Official

3. Nationality

11. Date

4. Date of Birth *(Month/Day/Year)*

12. Telephone Number

5. Social Security Number

**Section B - to be completed by INS**

**INS RESPONSE: From the documents or information submitted and/or a review of our records we find that:**

- |   |  |
|---|--|
| <p>1. <input type="checkbox"/> This document appears valid and relates to a <b>Lawful Permanent Resident alien</b> of the United States.</p> <p>2. <input type="checkbox"/> This document appears valid and relates to a <b>Conditional Resident alien</b> of the United States.</p> <p>3. <input type="checkbox"/> This document appears valid and relates to an alien <b>authorized employment</b> as indicated below:</p> <p style="margin-left: 20px;">a. <input type="checkbox"/> Full-Time</p> <p style="margin-left: 20px;">b. <input type="checkbox"/> Part-Time</p> <p style="margin-left: 20px;">c. <input type="checkbox"/> No Expiration (Indefinite)</p> <p style="margin-left: 20px;">d. <input type="checkbox"/> Expires on<br/><i>(specify Month/Day/Year, below)</i></p> <p>4. <input type="checkbox"/> This document appears valid and relates to an alien who has an application pending for<br/><i>(specify INS benefit below)</i></p> <p>5. <input type="checkbox"/> This document relates to an alien having been <b>granted asylum/refugee</b> status in the United States.</p> <p>6. <input type="checkbox"/> This document appears valid and relates to an alien <b>paroled</b> into the United States pursuant to Section 212 of the I&amp;N Act.</p> <p>7. <input type="checkbox"/> This document appears valid and relates to an alien who is a <b>Cuban/Haitian entrant</b>.</p> | <p>8. <input type="checkbox"/> This document appears valid and relates to an alien who is a <b>conditional entrant</b>.</p> <p>9. <input type="checkbox"/> This document appears valid and relates to an alien who is a <b>nonimmigrant</b><br/><i>(specify type or class below)</i></p> <p>10. <input type="checkbox"/> This document appears valid and relates to an alien <b>not authorized employment</b> in the United States.</p> <p>11. <input type="checkbox"/> Continue to process as legal alien. INS is searching indices for further information.</p> <p>12. <input type="checkbox"/> This document is <b>not valid</b> because it appears to be <i>(check all that apply)</i></p> <p style="margin-left: 20px;">a. <input type="checkbox"/> Expired</p> <p style="margin-left: 20px;">b. <input type="checkbox"/> Altered</p> <p style="margin-left: 20px;">c. <input type="checkbox"/> Counterfeit</p> |
|---|--|

INS Stamp

**Comments**

- 13.  No determination can be made from the information submitted. Please obtain a copy of the **original** alien registration documentation and resubmit.
- 14.  No determination can be made without seeing **both** sides of the document submitted (*please resubmit request*).
- 15.  Copy of document is not readable (*please resubmit request*).

**“PRUCOL”**

For Purposes Of Determining If Alien Is Permanently Residing Under Color Of Law Only!

- 16.  INS actively pursues the expulsion of an alien in this class/category.
- 17.  INS **is not** actively pursuing the expulsion of an alien in this class/category, at this time.
  
- 18.  Other

**Instructions**

- **Submit copies of both *front and back* of alien’s original documentation.**
- **Make certain a *complete return address* has been entered in the “From” portion of the form.**
- The Alien Registration Number (“A” Number) is the letter “A” followed by a series of (7) or (8) digits. Also in this block may be recorded the number found on Form I-94. (Check the front and back of the I-94 document and if the “A” Number appears, record that number when requesting information instead of the longer admission number as the “A” Number refers to the most integral record available.)
- If Form G-845 is submitted without copies of applicant’s original documentation, it will be returned to the submitting agency without any action taken.
- Address this verification request to the local office of the Immigration and Naturalization Service.



4. **This document appears valid and relates to an alien who has an application pending for...:** This is checked when an alien is waiting for a new immigration status or a change of immigration status. If a change of status is pending, the appropriate block indicating the current status will also be checked elsewhere on the G-845S. A pending application for an immigration status doesn't (by itself) make the student eligible for FSA funds. To be eligible, the student must have an eligible status checked on the form, or provide other documentation of an eligible status.
5. **This document relates to an alien having been granted asylum/refugee status in the United States:** This is checked when an alien has been granted asylum or refugee status in the United States. Documentation presented may include either Form I-94 stamped with "Section 207-Refugee" or "Section 208-Asylee" or a Refugee Travel Document (Form I-571). A student with this status is eligible for aid.
6. **This document appears valid and relates to an alien paroled into the United States pursuant to Section 212 of the I&N Act:** This is checked for parolees, of which there are a few eligible classes. Documentation presented may include Form I-94 stamped with "Section 212(d)(5) - Parolee." The student is eligible for aid if paroled into the U.S. for at least one year and if he has evidence from the BCIS (such as having filed a valid permanent resident application) that he is in the U.S. for other than a temporary purpose and intends to become a citizen or permanent resident.
7. **This document appears valid and relates to an alien who is a Cuban-Haitian entrant:** This is checked for Cubans who entered the United States illegally between April 15, 1980 and October 10, 1980 and Haitians who entered the country illegally before January 1, 1981. A student with this status is eligible for FSA aid.
8. **This document appears valid and relates to an alien who is a conditional entrant:** This is checked for conditional entrants under the old provisions of P.L. 89-236. Documentation presented may include Form I-94 stamped with "Section 203(a)(7)." Noncitizens who fall into this category had to have entered the United States prior to the enactment of the Refugee Act of 1980. A student with this status is eligible for aid.
9. **This document appears valid and relates to an alien who is a nonimmigrant.** This is checked to indicate an alien who is temporarily in the United States for a specific purpose. This category includes students, visitors, and foreign government officials. Documentation presented may include the Form I-94. Students with this status aren't eligible for aid.

10. **This document appears valid and relates to an alien not authorized employment in the United States:** This block is checked when an alien's status prohibits employment in the United States. Students with this status aren't eligible for aid.
11. **Continue to process as legal alien. BCIS is searching indices for further information.** This block is checked if the BCIS is withholding judgment, pending further investigation on the status or validity of documentation. This statement doesn't imply that the applicant is an illegal alien or the holder of fraudulent documentation. Benefits shouldn't be denied on the basis of this statement.

The student's documentation should be accepted at face value until the BCIS sends final notification regarding immigration status. If the student appears to be an eligible noncitizen based upon your review of the documents, you may pay the student any FSA funds for which she is eligible. If the BCIS later notifies you that the student's documentation isn't valid, you must cancel further disbursements, but your school isn't liable for the payments already made.

12. **This document is not valid because it appears to be...:** This is checked when the documentation presented has expired or when it appears to be counterfeit or altered (there are checkboxes used to indicate which of these apply). Notify the student that unless corrective action is taken with the BCIS, the case will be submitted to the Office of Inspector General (OIG). Until this discrepancy is resolved, no further aid may be disbursed, awarded, or certified. If the student does not take corrective action in a timely manner, you must report the case to the OIG.

The Bureau of Citizenship and Immigration Services will initial and stamp the front of the G-845S in the signature block.

The comments block on the back of the G-845S provides further instructions. The intended meaning of each of the following blocks that may be checked follows:

13. **No determination can be made from the information submitted.** Please obtain a copy of the original alien registration documentation and resubmit. This is normally checked when you haven't provided copies of any of the BCIS documents. You should resubmit the G-845S with copies of the original alien documentation.
14. **No determination can be made without seeing both sides of the document submitted.** Resubmit the G-845S with copies of both sides of each document.

15. **Copy of document is not readable.** Resubmit the G-845S with higher quality copies of the original alien documentation.

The comments listed under “Permanently Residing Under Color of Law” (PRUCOL) reflect information about aliens who have applied for special treatment (for example, by virtue of having life-threatening medical situations) that may cause the BCIS to refrain from seeking their expulsion. These blocks will be checked only if a request for evaluation for PRUCOL is made in Block 8 on the first page of the G-845S. Comments will rarely be made in this section because you wouldn’t have asked for a PRUCOL evaluation when submitting the G-845S. However, in all cases, the BCIS should check other responses on the form as well, and these other responses should be used to determine the student’s status.

### *Student rights*

You must allow the student at least 30 days from the time you receive the output document to provide documentation of his immigration status. During this period and until the results of the secondary confirmation are received, you can’t deny, reduce, or terminate aid to him. If the documentation supports the student’s status as an eligible noncitizen, and if at least 15 business days pass since the date on which the documentation was submitted to the BCIS, you can disburse aid to an otherwise eligible student pending the BCIS response.

Your school isn’t liable if you erroneously conclude that a student is an eligible noncitizen, provided that you had no conflicting data on file and you relied on:

- an output document indicating that the student meets the requirements for federal student aid,
- a BCIS determination of an eligible immigration status in response to a request for secondary confirmation, or
- immigration status documents submitted by the student, if the BCIS did not respond in a timely fashion.

The student (or parent for PLUS borrowers) is liable for any FSA funds received if he is ineligible. If you made your decision without having one of these types of documents, your school is held responsible for repaying FSA funds to the Department.

Your school should establish procedures to ensure due process for the student if FSA funds are disbursed but the aid office later determines (using secondary confirmation) that the student isn’t an eligible noncitizen. The student must be notified of his ineligibility and given an opportunity to contest the decision by submitting to your school any additional documents that support his claim to be an eligible noncitizen. If the documents appear to support the student’s claim, you should submit them to BCIS using paper secondary

**Procedures when ineligibility is determined after disbursement**

34 CFR 668.136(c)

confirmation. You must notify the student of your office's final decision, based on the secondary confirmation results.

For every student required to undergo secondary confirmation, you must furnish written instructions providing

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**Lack of response example**

Mikko is a refugee, and received aid from Guerrero University for the 2002-2003 school year. His status wasn't confirmed through the BCIS match, so Guerrero had to perform secondary confirmation. The BCIS didn't respond in time, so Guerrero paid Mikko without any BCIS response. When Mikko applies for 2003-2004, the CPS still doesn't confirm his status. Because Guerrero didn't have a BCIS response for the previous year, it must perform secondary confirmation again, even though it went through the secondary confirmation process for Mikko last year and his documents haven't expired.

- an explanation of the documentation the student must submit as evidence of eligible noncitizen status. (The "Summary Chart of Acceptable Documentation" describes acceptable documentation),
- your school's deadline for submitting documentation (which must be at least 30 days from the date your office receives the results of the primary confirmation),
- notification that if the student misses the deadline, he may not receive FSA funds for the award period or period of enrollment, and
- a statement that you won't decide the student's eligibility until he has a chance to submit immigration status documents.

**CITIZENS OF THE FREELY ASSOCIATED STATES**

Students who are citizens of the Freely Associated States (the Marshall Islands, the Federated States of Micronesia, and Palau) are eligible for Pell grants, Federal Work-Study, and FSEOG, but are not eligible for FSA loans. Citizens of the Freely Associated States should indicate on the FAFSA that they are eligible noncitizens and leave the item about the A-Number blank. (If the student doesn't have an SSN, he can leave that item blank as well.) Because the student isn't giving an A-Number, his application won't go through the BCIS match. As long as the student's file contains consistent information on his citizenship, you aren't required to collect documentation.

Citizens of the Freely Associated States who file through EDEXpress may indicate that they are eligible noncitizens, after which their state of legal residence will be confirmed. If they are determined to be residents of the Freely Associated States, they won't be required to provide an A-Number, and EDEXpress won't reject their applications.

**DOCUMENTING IMMIGRATION STATUS IN LATER AWARD YEARS**

There are several cases in which you must document a student's immigration status in a subsequent award year if that student again is not confirmed through the application process.

For example, a student who presented a Temporary Form I-551 in a prior award year should have received a permanent I-551 by the next year and shouldn't still have a temporary card. You should refer the student to BCIS to obtain a permanent I-551 or an updated

endorsement on the previous card. The documents should also be submitted to BCIS on a G-845S.

You must also document the eligible noncitizen status each award year for a conditional permanent resident, a refugee, a Cuban-Haitian entrant, or a person granted asylum. Students in any of these categories may have been redesignated to permanent-resident status or may have had their statuses revoked. You will have to send the documents for secondary confirmation if the student's status isn't confirmed through the BCIS match.

You don't have to document a student's eligible noncitizen status in subsequent award years if you've documented that the student is a U.S. citizen or national, is a citizen of the Freely Associated States, or has a Form I-551 or I-151.

In addition, you aren't required to perform secondary confirmation if secondary confirmation for a previous award year showed that the student was an eligible noncitizen and the documents used for that secondary confirmation haven't expired. You must also have no conflicting information or reason to doubt the student's claim of having eligible noncitizen status. Also note that you must have **confirmed the status** in a previous award year. (Although you can disburse aid without the BCIS response if the BCIS doesn't respond in time, you can't count that lack of response as confirmation for the following year.)

## REPLACING LOST INS DOCUMENTS

If a student can't locate his or her official BCIS documentation, the student must request that the documents be replaced because noncitizens who are 18 years and older must have immigration documentation in their possession at all times while in the United States. Requests for replacement documents should be made to the BCIS District Office that issued the original documents.

The student will be asked to complete a Form I-90, "Application to Replace Alien Registration Card" or a Form I-102, "Application for Replacement/Initial Nonimmigrant Arrival-Departure Document." PDF versions of these forms can be downloaded from the BCIS web site at [www.immigration.gov](http://www.immigration.gov). A temporary I-94 may be issued while the replacement documents are pending.

In cases of undue hardship, where the student urgently needs documentation of his or her status, the Freedom of Information Act (FOIA) allows the student to obtain photocopies of the documents from the BCIS District Office that issued the original documents. The student can submit a Form G-639 to make this request or can simply send a letter to the district office. If the student is not sure which district office issued the original documents, he can submit the request to the FOIA office in Washington, DC at

## Citizens of the Freely Associated States

The Compact of Free Association (P.L. 99-239) created three political entities from the former Trust Territory of the Pacific Islands. Two of these entities, the Marshall Islands and the Federated States of Micronesia, voted in 1986 to end political ties with the United States. The third entity, Palau, voted to ratify the compact in 1994; its independence was effective October 1, 1994. These three entities are the Freely Associated States. 34 CFR 600.2

## Exclusion from subsequent secondary confirmation

34 CFR 668.133(b)

Bureau of Citizenship and Immigration Services  
Freedom of Information Act Office  
ULLICO Bldg. 2nd Floor  
425 I Street, N.W.  
Washington, D.C. 20536

## Summary Chart of Acceptable Documentation

*As an alternative for a student who is having trouble obtaining replacement BCIS documents, the student may use a G-639 to request photocopies of the original documentation.*

### *Citizen Not Born in United States*

Certificate of Citizenship	Must have student's name, certificate number, and the date the certificate was issued.
Certificate of Naturalization	Must have student's name, certificate number, Alien Registration Number, name of the court (and date) where naturalization occurred.
"Certification of Birth Abroad" Form FS-545, DS-1350, or FS-240, "Report of Birth Abroad"	Must have embossed seal "United States of America" and "State Department."
U.S. Passport	

### *Noncitizen National*

U.S. Passport	Must be stamped "Noncitizen National."
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### *Permanent Resident*

"Permanent Resident Card" Form I-551, or the "Alien Registration Receipt Card" Form I-151	
Foreign passport	Must be stamped "Processed for I-551" with expiration date.
I-94	Must be stamped "Processed for I-551" with expiration date, or "Temporary Form I-551," with appropriate information filled in.

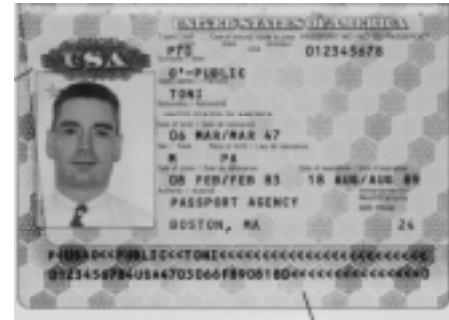
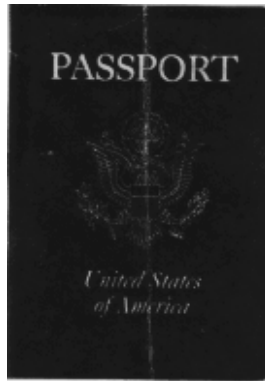
### *Other Eligible Citizen*

"Arrival-Departure Record" Form I-94	Must be stamped as a Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant.
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**CITIZEN NOT BORN IN U.S./NONCITIZEN NATIONAL**

**U.S. Passport**  
*Can be used to document citizenship for citizen born abroad.*

*For noncitizen national — must be stamped “Noncitizen National” (Note that a passport issued by another country may be used to document permanent resident status, if it has the endorsement “Processed for I-551” and has a currently valid expiration date.)*



**Certificate of Citizenship**

*The Certificate of Citizenship is issued to persons who were born abroad of U.S. parent(s); who became citizens when their parents were naturalized; or who were adopted by U.S. parents.*

**Certification of Birth Abroad**

*Issued to U.S. citizens born abroad. Must have embossed seal of the State Department.*





## Certificate of Naturalization

*The Certificate of Naturalization is issued to naturalized U.S. citizens.*



*A revised version of the Certificate of Naturalization is issued to citizens who file for naturalization after October 1, 1991.*



## PERMANENT RESIDENT/OTHER ELIGIBLE NONCITIZEN

### I-94 Arrival-Departure Record

*For permanent resident status—must be stamped “Processed for I-551” with expiration date, or “Temporary Form I-551,” with appropriate information filled in.*

*For other eligible noncitizens—must be stamped as Refugee, Asylum Status, Conditional Entrant (before April 1, 1980), Parolee, Cuban-Haitian Entrant.*

Departure Number: 742831632 01

U.S. IMMIGRATION AND NATURALIZATION SERVICE  
330 WAS 177

SEP 13 1991

ADMITTED B-2 UNTIL MARCH 12, 1992

14 Family Name: DOE  
15 First (Given) Name: JOHN  
17 Country of Citizenship: ENGLAND

16 Birth Date (mm/dd/yyyy): 01/01/91

See Other Side STAPLE HERE

**Warning** - A nonimmigrant who accepts unauthorized employment is subject to deportation.

**Important** - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

**Surrender this permit when you leave the U.S.:**

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

Port: \_\_\_\_\_ Departure Record

Date: \_\_\_\_\_

Carrier: \_\_\_\_\_

Flight #/Ship Name: \_\_\_\_\_

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

**PERMANENT RESIDENT**



**Alien Registration Receipt Card I-151**

(two versions, front and back)  
Issued prior to June 1978 to permanent residents. No longer issued, but valid indefinitely. Often referred to as a “green card,” though it is not always green.



**Resident Alien Card I-551**

(three versions, front only)

Issued to permanent residents. The I-551 is a revised version of the I-151. Often referred to as a “green card,” though it is not always green.

The “Conditional Resident Alien Card” is an I-551 that is issued to conditional permanent residents such as alien spouses. This card is identified by a “C” on the front, and has an expiration date on the back.

