

**THE UNIVERSITY OF OKLAHOMA**  
**STUDENT FINANCIAL CENTER**  
1000 Asp Avenue, Room 105  
Norman, Oklahoma 73019-4078  
Phone (405) 325-9000 Fax (405) 325-7608  
ou.edu/sfc

Dear Student:

When you completed the Free Application for Federal Student Aid (FAFSA) to apply for federal student aid, you indicated that you are a US citizen. However, the US Department of Education checked records at the Social Security Administration and was unable to confirm that you are a US citizen. Before we can determine whether you are eligible for financial aid, **you must bring your original documentation to the Student Financial Center where SFC staff will make a photocopy for your file. If you are unable to bring in your documentation in person you may complete the affidavit on the other side of this form and return it to the Student Financial Center.**

Acceptable forms of citizenship documentation for financial aid include:

- Birth certificate showing you were born in the United States (which includes Puerto Rico, Guam, the US Virgin Islands, American Samoa, Swain's Island or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the United States).
- US State Department Form FS-240 (Consular Report of Birth Abroad of a Citizen of the United States), FS-545 (Certificate of Birth-Foreign Service), DS-1350 (Certificate of Report of Birth) or the INS Form G-639, the Freedom of Information Act form.
- Valid US passport (current or expired).
- Certificate of Citizenship (N-560 or N-561) or Certificate of Naturalization (N-550 or N-570). Although older versions of these certificates advise holders not to photocopy them, the INS has confirmed that these may be photocopied as long as it is for lawful purposes.

**NOTE: Social Security cards or driver's licenses are NOT acceptable documentation of US citizenship status.**

Contact Financial Aid Services if you are a citizen of the Republic of Palau, the Marshall Islands, or the Federated States of Micronesia.

If you are **not** a US Citizen, US National or a Citizen of the Pacific Islands, you must correct the citizenship answer on your FAFSA (fafsa.gov) and resubmit. You may call 1-800-4FEDAID for assistance.

If you have any questions, please contact our office.

Student Financial Center

**CERTIFICATION OF TRUE, EXACT, AND COMPLETE COPY OF THE ORIGINAL DOCUMENTS**

This form is for the collection of DHS or other U.S. citizenship/nationality documents from students unable to present their documents in person.

I certify that I, \_\_\_\_\_, am the individual  
(print student's name)

signing this statement, and I am 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):

<u>NAME OF VALID PHOTO ID</u>	<u>EXPIRATION DATE OF VALID PHOTO ID</u>	<u>ISSUING AUTHORITY OF VALID PHOTO ID</u>

<u>NAME OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S)</u>	<u>EXPIRATION DATE (IF ANY) OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S)</u>

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 ID Number

\_\_\_\_\_  
Date

**Return this form and documents to the Student Financial Center or submit to the SFC Dropbox in One.ou.edu. Please do not submit by email.**