



Lander University Office of Financial Aid

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10CITZ
10CIT2

2009-2010 U.S. Citizenship/Eligible Non-Citizen Status Confirmation

We are unable to continue processing your 2009-10 application for financial aid due to a discrepancy on your FAFSA/Student Aid Report. The Social Security Administration (SSA) or the Department of Homeland Security (DHS) was unable to confirm your status as a U.S. Citizen or eligible non-citizen. Follow the instructions below to resolve the problem.

Step 1 Check your 2009-2010 FAFSA/Student Aid Report (SAR) to make sure the following information is correct:

- o Questions 1-3 - **Your last name, first name and middle initial** (Make sure the name you reported on the Student Aid Report is the same as that listed on your Social Security Card.)
- o Question 8 - **Your Social Security number** reported on the Student Aid Report
- o Question 9 - **Your date of birth**
- o Questions 14-15 - **Your citizenship status** (US citizen or, for an eligible non-citizen, your Alien Registration number)
- o Step 7, Item 106 - **Your signature (and one parent's signature if you are a dependent student)**

If these items need to be corrected, make corrections on your FAFSA using your PIN at www.fafsa.ed.gov. Be sure to have your parent sign electronically using his/her PIN if you are a dependent student. You can also make corrections on your paper Student Aid Report if you received one and mail it back to the Federal Processor (address listed on SAR).

If this step resolves the problem and you receive a valid FAFSA with a calculated Expected Family Contribution (EFC), no further action is needed. If this does not resolve the issue, proceed to Step 2.

Step 2 You will need to complete the form below and provide the Lander University Financial Aid Office with proof of your US citizenship or eligible non-citizen status. Check the category listed below and take the appropriate action.

If you are a US citizen, please provide one of the following:

- o Copy of your birth certificate showing you were born in the US and a copy of your Social Security Card
- o Copy of form indicating birth abroad of a US citizen: FS-240, FS-545, or DS-1350
- o Copy of US passport indicating US citizenship
- o Certificate of Citizenship (N-560 or N-561) from USCIS
- o Certificate of Naturalization (N-550 or N-570) from USCIS

If you are an eligible non-citizen, please provide one of the following documents listed below. You must bring the original document to the Lander University Financial Aid Office for certification. Once we receive this information, a Document Verification Request (G-845) may be submitted on your behalf to the U.S. Citizenship and Immigration Services (USCIS).

- o I-551 Card- Alien Registration Receipt Card
- o I-94 Document- Arrival-Departure Record from USCIS showing any one of the following designations: refugee, asylum granted, indefinite Parole and/or Humanitarian Parole, or Cuban-Haitian Entrant

Student's Last Name	First Name	MI	Lander ID
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If you are not a US citizen or eligible non-citizen, you will not be eligible to receive federal financial aid. If you have questions, call our office at (864) 388-8340.

DATA ENTRY		COUNSELOR REVIEW	
RRAAREQ	N = Pending Review	Circle Comment Code that applies and follow instructions on ISIR Guide See RNIMSxx	Citz 141 142 144 146 Citz G845S 046 105 109 - May need G845 submitted Cit2 G845Sp Secondary Confirmation Match Flag = P
Initials/Date		If RNIMSxx shows 068,141,142 CC and proper docs rec'd, correct RNANAx, set CORRP	Update ROAUSDF with new trans # and EFC
Fwd to CNSLR Date		RRAAREQ	S = Eligible, X = Ineligible, I=Incomplete
		RHACOMM	
FSAH, Vol. 1, Ch. 2, ISIR Guide 08-09		CNSLR Initials/date	
GEN-06-09 instructions if Health and Human Services Elig Ltr or T-Visa provided		G845S submitted? If so, set 10G845 on RRAAREQ	