

## Why do I have to submit this information to the Financial Aid Office?

The Department of Education requires students to be a U.S. citizen or eligible non-citizen to be eligible to receive federal financial aid (also known as Title IV aid). The Department of Education will perform a database match with the Social Security Administration (SSA) or the Department of Homeland Security (DHS) to determine your citizenship status.

If your citizenship or eligible non-citizen status could not be confirmed during the database match process, you will have to submit copies of **original documentation** of your status to the Financial Aid Office. We will use this documentation to verify that you qualify for federal financial aid for the academic year.

## What do I need to do to satisfy this requirement?

### If you are a U.S. citizen:

1. Please fill out the form below and sign with a stylus, mouse-drawn or wet signature, and
2. Upload a clear, legible copy of one of the following original documents to your student portal:
  - Birth certificate showing you were born in the U.S.
  - An **unexpired** 5- year or 10-year U.S. Passport Book
    - The photo must show both the top and bottom pages of the passport book completely in one image.
    - Please include the signature line in the image.
    - If the signature line is blank, we may request you sign it and resubmit the photo.
  - A U.S. Passport Card (it must be **unexpired**)
  - Certificate of Citizenship
  - Certificate of Naturalization
  - Consular Report of Birth Abroad (form FS-240)
  - Certificate of birth issued by a foreign service post (form FS-545)
  - Certificate of Report of Birth (DS-1350)

### If you are an eligible non-citizen:

1. Please fill out the form below and sign with a stylus or wet signature, and
2. Submit a legible copy of your **original** document(s) by uploading to your student portal.  
Examples of acceptable documentation are below:

- Social Security Card (not for employment purposes)
- Permanent Resident Card (Form I-551)
- Alien Registration Receipt Card (Form I-151)
- Arrival-Departure Record, Form I-94 (with parole refugee or asylee stamp)
- Valid passport stamped "Processed for I-551" with an expiration date

## What else can I do to satisfy this requirement?

If there is an error regarding your Social Security number or Alien Registration Number on your FAFSA, you can correct the number on your FAFSA, and the data will be matched against the SSA or DHS database again. If you pass the database match with your corrected FAFSA, you will not have to submit any documentation to our office.

If you are a U.S. citizen, you must notify the SSA of your status. Once the SSA has updated your record, you will be able to pass the SSA database match when your FAFSA is reprocessed. If you pass the database match, you will not have to submit any documentation to our office, for current and future years.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/ nationality documents to satisfy the citizenship requirement to be eligible for federal financial aid at UMass Global University.

Please submit this form to UMass Global Financial Aid Office through your one stop specialist or the student portal.

**In your submission, please include all items listed below:**

- ✓ This completed and signed form (with a wet/ stylus / or mouse-drawn signature)
- ✓ A copy of your proof of citizenship or proof of eligible non-citizen documentation
  - If uploading an image of a passport book, the photo must show both the top and bottom pages of the passport book completely in one image.

**Additionally, please make sure:**

- Your full name on the 2026-2027 FAFSA matches what appears on your social security card.
- If you have legally changed your name and it no longer matches your name on your social security card (e.g., an unreported name change due to the student's marriage or divorce), we encourage you to please follow the appropriate steps to update this with the [Social Security Administration](#). Next, please follow the FAFSA steps: [What should I do if my last name has changed?](#)

I certify that I, \_\_\_\_\_, am the individual

**Student's Printed Name**

signing this statement. I certify that the attached documents are true, exact, and complete copies of the originals issued to me.

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

\_\_\_\_\_  
**Date**

**\*Signatures accepted:** stylus signature, mouse-drawn signature, wet signature or an image of a wet signature.

**Note:** Typed signatures will **not** be accepted, even if it is written in cursive font. If a typed signature is submitted, you will be required to re-sign and upload a new affidavit form.