



Xavier University of Louisiana
Office of Student Financial Aid
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 Telephone: (504) 520-7835 FAX: (504) 520-7906 Email: finaid@xula.edu

Citizenship and Immigration Status Confirmation

Student's Name: _____ XULA Student ID Number: _____

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents from students.

Instructions to complete this form

- For students presenting their documents in person, complete sections A and B. Print this form, complete section A, present your original citizenship documents to your campus and have the campus complete section B.
- For students unable to present their documents in person, complete sections C, D, and E. Print this form complete sections C and D (section D must be signed in the presence of a Notary Public), and provide proof of citizenship and identification to a Notary and have the Notary complete section E.
 - Student must provide the school with this original signed and notarized form.

Once you have satisfied this form's requirements, you must have your Financial Aid Officer scan or fax into your electronic file.

Present Documentation in Person

A. List of Document(s):

Name of Citizenship and/or Immigration Document(s)	Expiration Date (if any) of Citizenship and/or Immigration Document(s)

B. (School Use) Verification and Signature

My signature below certifies that I am an authorized representative of this school and that I have personally reviewed the original citizenship document(s).

Note: Photocopies of these documents will be maintained in the student's file.

Original citizenship documents were provided by the student to me on this date: _____ / _____ / _____

 Authorized School Official's Printed Name

 Title

 Signature

Student's Name: _____

Student ID: _____

Unable to Present Documentation in Person

C. List of Document(s):

Name of Valid 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)	

D. Statement of Certification

I certify that I, _____, am the individual signing this statement, and
 (Print Student's Full Name)
 I am providing a copy of my documents along with a copy of an unexpired valid government-issued photo identification bearing my portrait (or likeness). I certify that the attached documents and unexpired government-issued photo identification are the true, exact, and complete copies of the originals issued to me.

Student's Signature

Date

Note: Must be signed in the presence of a Notary Public.

E. Notary's Certificate of Acknowledgement

State of _____

City/County of _____

On _____, before me, _____,
 (Date) (Notary's Name)

personally appeared _____, and proved to me on the
 (Student's Printed Name)

basis of satisfactory evidence of identification _____
 (Type of government-issued photo ID provided)

to be the above-named person who signed the foregoing instrument.

WITNESS my hand and official seal
 (Seal)

 (Notary Signature)

My commission expires on _____

Note: Please remember that if you choose to have this form notarized you will need to mail this original form to your Financial Aid office.