Citizenship Documentation Request Form 2026-2027

Complete the form as instructed below. The **original** Ohio University Citizenship Documentation Request Form and copy of proof of citizenship, as described below, must be mailed or delivered to the Office of Student Financial Aid and Scholarships or at a regional campus Student Services Office. **Photocopies, scans, or faxes of this form will not be accepted.**

Student Name _____ **Student PID (Pxxxxxxxxx)** _____

Written Student Signature (Electronic Signature Not Accepted) _____ **Date** _____

OU Staff Name and Title (printed) (required when appearing in person) _____ **Signature** _____ **Date** _____

Present the original proof of citizenship document in person at the Office of Student Financial Aid and Scholarships or at a regional campus Student Services Office where a photocopy will be made. **Alternative option for students or individuals who are unable to appear in person,** present their documentation in the presence of a notary of their choice. The Notary will verify the original citizenship documentation you provide and complete the Notary's Certificate of Acknowledgement. Return the original notarized Citizenship Request form plus a copy of the proof of citizenship used with the Notary to the Office of Student Financial Aid and Scholarships. Acceptable documentation is listed below.

If you are in the U.S. **only on an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a series G visa (pertaining to international organizations)** you are **not eligible for federal, state, or institutional aid** through the Office of Student Financial Aid and Scholarships at Ohio University.

Acceptable Documentation

U.S. Citizen:

- Birth certificate, if born in the United States, Puerto Rico, Guam, U.S. Virgin Islands, American Samoa, Swain's Island, or Northern Mariana Islands
- Valid U.S. passport, current or expired, except limited passports
- Form N-560 or N-561 (Certificate of Citizenship)
- Form N-550 or N-570 (Certificate of Naturalization)
- Form FS-240 (Consular Report of Birth Abroad)
- Form FS-545 (Certificate of Birth-Foreign Service)
- Form DS-1350 (Certification of Report of Birth)

Eligible Non-citizen:

- Form I-551 (Permanent Resident Card)
- Form I-551C (Conditional Permanent Resident Card)
- Form I-94 (Arrival-Departure Record) with any one of the following designations:
  - A) Refugee
  - B) Asylum Status
  - C) Parolee (minimum of one year and status has not expired)
  - D) T-Visa holder (T-1, T-2, T-3, etc.)
  - E) Cuban-Haitian Entrant

Notary's Certificate of Acknowledgement

Required only if you are not presenting your citizenship documentation in person at an Ohio University campus.

State of _____ City/County of _____

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

the above-named person _____ (Printed name of student), personally appeared and provided to me

with the original record of citizenship/eligible non-citizenship documentation: _____ (Type of Documentation Presented – See Options Above)

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

WITNESS my hand and official seal: _____ My commission expires on: _____

Office of Student Financial Aid and Scholarships
Chubb Hall 020
1 Ohio University Drive
Athens, OH 45701-2979

DO NOT SEND THIS COMPLETED FORM BY EMAIL OR UPLOAD. THIS DOCUMENT MUST BE MAILED OR DELIVERED DIRECTLY TO THE OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

Questions?
financial.aid.verification@ohio.edu
Phone: (740) 593-4141
Fax: (740) 593-4140