



Lander University Financial Aid Office

320 Stanley Avenue, Greenwood, SC 29649
Email: finaid@lander.edu • Web: www.lander.edu/finaid
Phone: (864) 388-8340 • Fax: (864) 388-8811

25CITZ
25CIT2

2024-2025 U.S. Citizenship/Eligible Non-Citizen Status Confirmation

Student's Last Name	First Name	MI	Lander ID (L#)
---------------------	------------	----	----------------

We are unable to continue processing your 2024-2025 Free Application for Financial Aid (FAFSA) due to a discrepancy on your FAFSA/FAFSA Submission Summary. 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 2024-2025 FAFSA/FAFSA Submission Summary to make sure the following information is correct:

- Question 1 - **Your last name, first name and middle initial** (Make sure the name you reported on the FAFSA Submission Summary is the same as that listed on your Social Security Card.)
- Question 1 - **Your Social Security number** reported on the FAFSA Submission Summary
- Question 1 - **Your date of birth**
- Question 13 - **Your citizenship status** (US citizen or, for an eligible non-citizen, your Alien Registration number)
- Question 24 & 29 - **Your signature** - **Student's spouse signature (if applicable)**
- Question 41 & 46 - **Parent signature if you are a dependent student** - **Parent Spouse/Partner signature (if applicable)**

If these items need to be corrected, you should do the following:

- Sign in to <https://studentaid.gov> and update your information in Account Settings. The record will be sent to SSA for matching.
- Once SSA verifies the account, you should update your FAFSA form by submitting a correction.
- You would sign in to make corrections on your FAFSA using your FSA ID at <https://studentaid.gov/h/apply-for-aid/fafsa>. Be sure to have your contributors sign electronically using his/her FSA ID if you are a dependent student.
- Alternatively, you could make corrections on your paper FAFSA Submission Summary if you received one and mail it back to the Federal Processor (address listed on the FAFSA Submission Summary).
- The student must contact the Federal Student Aid Information Center (FSAIC) at 1-800-433-433-3243 and ask them to manually sync their data with SSA.
- Alternatively, if the student notifies the school that they received confirmation from SSA, the FAA may update the Resend to Matches field to "Y" in the FAFSA Partner Portal and submit it as a correction so the transaction can go back to SSA for an updated match flag.

If this step resolves the problem and you receive a valid FAFSA with a calculated Student Aid Index (SAI), no further action is needed. If this does not resolve the issue, proceed to Step 2.

Step 2 You will need to complete the information 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 documents listed below. You must bring the original document to the Lander University Financial Aid Office for certification.
 - Copy of your birth certificate showing you were born in the US and a copy of your Social Security Card
 - Copy of form indicating birth abroad of a US citizen: FS-240, FS-545, or DS-1350
 - Copy of US passport indicating US citizenship (expired or unexpired)
 - Certificate of Citizenship (N-560 or N-561) from USCIS
 - 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).
 - I-551 Card- Alien Registration Receipt Card
 - I-94A 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

- If you provided documentation in a prior year and the document doesn't expire**, please check here, and return the form to the Financial Aid Office.

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	25CITZ 25CTZN	COUNSELOR REVIEW	CIRCLE RNIMS CODE
Original Documents Reviewed	YES NO	Circle Comment Code that applies and follow instructions on FAFSA Submission Summary Comment Code/Text Guide See RNIMSxx	Citz 017, 018, 019, 020, 022, 155, 288, 289, 326 Citz SAVE 293, 294 - May need DHS-SAVE Fsapartners.ed.gov/knowledge-center/topics/dhs-save-eligible-noncitizen/dhs-save-electronic-third-step-verification Cit2 SAVE Secondary Confirmation Match Flag = P
NOTES: Review E-Announcement 2/26/18 re: G845 submission "DHS-SAVE" Review GEN-15-18 if student unable to appear in person with originals		If RNIMSxx shows 017, 018, 019, 020, 022, 155, 288, 289, 326 CC and proper docs rec'd, correct RNANAx, set CORRP	Update ROAUSDF with new trans # and EFC if A# added
		RRAAREQ (can only S code for orig docs) RHACOMM	S = Eligible, X = Ineligible, I=Incomplete
		CNSLR Signature/Date:	
FSAH, Vol. 1, Ch. 2, FAFSA Submission Summary Comment Code/Text Guide		Call the Office on Trafficking in Persons at 1-866-401-5510 to verify validity of documents and confirm eligibility has not expired.	