

Eligible Non-Citizen Documentation

Your Free Application for Federal Student Aid (FAFSA) did not confirm that you are an eligible noncitizen. You must present original documentation regarding your noncitizen status to the AU Financial Aid Office before any further action can be taken on your aid application.

A student must be a citizen or eligible noncitizen to receive aid from the federal student aid programs. The general requirement for eligible noncitizens is that they be in the U.S. for other than a temporary purpose with the intention of becoming a citizen or lawful permanent resident as evidenced by the United States Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS). The USCIS was briefly known as the Bureau of Citizenship and Immigration Services (BCIS), and before that it was the Immigration and Naturalization Service (INS).

To document your status as an eligible noncitizen, please submit **one** of the following documents.

- Permanent Resident Card (Form I-551 since 1997)
- Resident Alien Card (Form I-551 before 1997)
- Alien Registration Receipt Card (Form I-151, issued prior to June 1978)
- Arrival/Departure Record (CBP Form I-94 or I-94A) with a date that has not expired
- Machine Readable Immigrant Visa (MRIV) with a date that has not expired – This must have a U.S. Customs and Border Protection inspector admission stamp and the statement “UPON ENDORSEMENT SERVES AS TEMPORARY I-551 EVIDENCING PERMANENT RESIDENCE FOR 1 YEAR.”
- United States Travel Document with annotation “Permit to Reenter Form I-327 (Rev 9-2-03)”
- Refugee Travel Document (Form I-571)

If you are unable to locate your official USCIS documentation, you must request that the documents be replaced. Requests for replacement documents should be made to the USCIS District Office that issued the original documents. You can download Form I-90 “Application to Replace Alien Registration Card” or Form I-102 “Application for Replacement/Initial Nonimmigrant Arrival-Departure Document”. PDF versions of these forms are available online at www.uscis.gov. A temporary I-94 may be issued while the replacement documents are pending.

Questions?

To speak with a financial aid counselor, call our office at 202-885-6500 or email facounselor@american.edu.

How to Securely Submit Verification Documents to the Financial Aid Office

Option 1 (Preferred)

Current students can submit documents electronically by following these steps:

1. Open a browser to the webpage go.american.edu/verification
2. Enter your (student's) full AU email address* Ex: student@american.edu
3. Enter your (student's) AU portal password.
4. Complete the form
 - a. Select the specific documents you are submitting
 - b. To attach the form, click on the attachment icon in the lower right of the form
 - c. Select the documents from your computer/device. They should then appear at the bottom of the form.
5. Hit submit

Prospective students applying for admission can submit documents using Option #2 or Option #3 below.

Option #2

The student or parent(s) can submit documents via secure fax to 202-885-1025. Be sure to include the student's name and AU ID# on all documents.

Option 3

The student or parent(s) can submit documents via the post office to AU Financial Aid Office, 4400 Massachusetts Ave, NW, Washington DC 20016-8001. Be sure to include the student's name and AU ID# on all documents.

To protect your information, NEVER submit documents via email.

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