

Return to:

California State University, Northridge
Financial Aid & Scholarship Department
Bayramian Hall, Student Services Center
18111 Nordhoff Street
Northridge, CA 91330-8307
Phone: (818) 677-4085
www.csun.edu/financialaid

Name of Financial Aid Applicant (please print):

Last Name, First Name Middle Initial

Student ID Number: _____

Confirmation of Update to Citizenship 2013/14 Academic Year

The citizenship status you reported on your Free Application for Federal Student Aid (FAFSA) does not match the citizenship status on file with the Social Security Administration. You must take proof of your citizenship and an [Application for a Social Security Card \(Form SS-5\)](#) to a local Social Security Office to have your status updated. Once you've completed the update process, you can notify the Financial Aid & Scholarship Department using this form.

To locate the Social Security Office closest to CSUN or to locate another office go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>.

You must also present, **in person**, to the Financial Aid & Scholarship Department your **original** citizenship document such as your U.S. birth certificate, U.S. passport, Certificate of Naturalization or Certificate of Citizenship. A copy of the document is not valid proof per U.S. Department of Education requirements. The Financial Aid & Scholarship Department is required to view an original document that you present in person and then make a copy of the document to be retained in your student file.

If you cannot present an original citizenship document in person, please contact the Financial Aid & Scholarship Department. Please note this may delay the processing of your award.

DO NOT SEND ORIGINAL CITIZENSHIP DOCUMENTS BY MAIL. THE FINANCIAL AID & SCHOLARSHIP DEPARTMENT WILL NOT BE RESPONSIBLE FOR ANY CITIZENSHIP DOCUMENTS SENT BY MAIL THAT MAY BE LOST OR STOLEN.

I certify that I have taken my citizenship documentation to a Social Security Office to have my citizenship status updated.

Date of visit: _____

It may take from 4 -6 weeks from the date of your visit for this requirement to be cleared from your To Do List depending on when your information is updated by the Social Security Administration.

Student's Signature: _____ Date: _____

For Office Use Only:

Original citizenship document viewed and copy of document attached? Yes No

FAA Initial: _____ Date: _____

ISIR Corrections sent: _____ Date: _____
Citizenship DB Match: _____ Date: _____