

Citizenship Documentation Affidavit

This form is for the collection of Department of Homeland Security (DHS) or other U.S. citizenship/nationality documents from students unable to present their documents in person. Students must submit original documents to a notary. A notary must complete Section II and photocopy citizenship documents and a valid government-issued photo identification card (both the front and back of non-expired ID). Please skip Section II if you can bring your original documents, in person, to either our Chicago or Wheeling campus.

SECTION I: STUDENT CERTIFICATION

Name (print full name): _____ SSN or NLU ID: _____

List of document(s):

NAME OF VALID PHOTO 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)

I certify that I am the individual signing this statement, and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card (front and back) bearing my portrait (or likeness). I further certify that the attached documents and government-issued photo identification are the true, exact, and complete copies of the originals issued to me.

I understand that providing false or misleading information or documents is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documents I have provided.

Student's Signature (*print and sign*)

Date

***Must sign in the presence of a notary public**

Notary Must Complete Reverse Side

SECTION II: NOTARY'S CERTIFICATE OF ACKNOWLEDGEMENT

The statement on the reverse page must be signed in the presence of a notary if the student is unable to appear in person at NLU to submit citizenship documents. **A notary must view and photocopy original documents** (not photocopied documents). Please photocopy both the front and back of the government-issued ID.

State of _____ City/County of _____ On _____ (date), before me,

_____ (Notary's printed name), personally appeared,

_____ (Printed name of signer), and provided to me on basis of

satisfactory evidence of identification _____ (Type of government-

issued photo ID provided) and _____ (Type of citizenship

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

WITNESS my hand and official seal

(seal)

Notary's signature _____

My commission expires on _____ (date)

Student - Please Note:

Student Finance needs the original notarized forms. Please forward both pages of the completed form and all documents to the Student Finance Office at 1000 Capitol Drive, Wheeling, IL 60090 or 122 S. Michigan Ave, Chicago, IL 60603.

Student Must Complete Reverse Side