Davis Technical College
Student Financial Aid Policy - Confirming ISIR Database Matches:
Citizenship

1.   **Purpose**

1.1.   The Department of Education, in its efforts to confirm student eligibility, conducts matches against various databases. When one of these matches fail, the Department of Education will flag a student's ISIR with a 'C' code.

To be eligible to receive Federal Financial Aid a student must be a citizen or an eligible non- citizen. All students who apply for aid will have their social security numbers compared with the Social Security Administrations database to establish citizenship status. In addition, eligible non- citizens will have their status checked against the Department of Homeland Security (DHS) database. This policy is written to establish guidance in resolving 'C' codes that are the result of citizenship questions.

2.   **References**

2.1.   Higher Education Act Sec. 484(a)(5)
2.2.   Federal Student Aid Handbook, Application and Verification Guide
2.3.   Student Code of Federal Regulations 34 CFR 668.32(d), 34 CFR 668.33, and Subpart I of Part 668.

3.   **Definitions**

3.1.   ISIR: Institutional Student Information Report. The electronically produced report used by the Department of Education to report a student's eligibility to the school.
3.2.   "C" Code: Flag provided by the Department of Education notifying id administrators of potential issues that will effect a student's eligibility for aid.
3.3.   FAFSA (Free Application for Federal Student Aid): Application required of all potential students applying for Federal Student Aid.
3.4.   Eligible Non-Citizens: Individuals who are not U.S. citizens who qualify for federal financial aid. Lawful permanent residents are non-citizens who are legally permitted to live and work in the U.S. The Department of Education also classifies refugees, persons granted asylum, persons paroled into the U.S for at least one year, and Cuban-Haitian entrants as eligible for Federal Financial Aid.

4.   **Policy**

4.1.   All applications that fail the citizenship or INS matches must be resolved before any student can be sponsored or funded on federal aid.

5.   **Procedure**

5.1.   The application could fail the match due to incorrect data being entered on the application during data-entry. The student should correct and resubmit any incorrect

information (Submission of the correction can be done by the student or by the financial aid office per a request from the student.)

5.1.1.   If the students SSN, name or date of birth doesn't match Social Security records the citizenship status cannot be confirmed.

5.1.2.   If the student is a non-resident alien who fails to include their Alien Registration Number (A-number) when applying for federal financial aid, the application will be rejected.

5.1.3.   If the student provides an invalid or illegible A-number the match will not be conducted and the ISIR will be flagged with a "C" code.

5.2.   Citizenship matches may fail for various reasons. Any of the following data may be submitted to the financial aid office to document U.S. citizenship.   This documented proof should be photocopied and placed in the student file; further verification with DHS for citizens is unnecessary:

- Copy of the student's birth certificate showing a U.S. Birth
- U.S. Passport stamped "U.S. Citizen
- A copy of form FS 240 (Consular Report of Birth Abroad)
- A Certificate of Citizenship (N-560 or N-561)
- A Certificate of Naturalization (N-550 or N-570)

5.3.   If the database match for a non-resident student doesn't confirm a student's claim to be an eligible non-citizen, the DHS will automatically conduct a secondary match. If the financial aid office has not receive confirmation of the student's eligibility status (Y) from a secondary match within 15 working days the college will begin the process for a paper confirmation.

5.3.1.   Student must provide the financial aid office with paperwork indicating that he is an eligible non-citizen. If the student cannot provide this documentation he is not eligible to receive federal financial aid and the paper process is suspended at that time. Any of the following forms would be considered reasonable evidence that a student is an eligible non-citizen:

- Permanent Resident or Alien Card (Form I-551)
- Form I-94 indicating a valid endorsement (see 04-05 Student Aid Handbook 1-23 for specific endorsements).

5.3.2.   If the student provides reasonable documentation that appears to demonstrate that he is an eligible non-citizen, this documentation must be submitted to the USCIS (United States Citizenship and Immigration Service). Documents must be copied (both front and back) and submitted with a form G845S (this form can be located in the 04-05 Student Aid Handbook page 1-29). In box 6 you must provide the 15-digit DHS verification number that is printed on the ISIR.

5.3.3.   Once the USCIS has verified the documents the financial aid office must interpret the response. A description of each response can be located in the 04-05 Federal Student aid handbook page 1-28.

5.3.4.   If it is determined that the students eligibility cannot be established, the student will be notified in writing of their ineligible status within 15 working days following final notification from USCIS.