



## **SECONDARY CITIZENSHIP CONFIRMATION PROCESS**

Jersey College has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, Jersey College will initiate the secondary confirmation process.

1. Students have 30 days from the date Jersey College receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by the deadline prevents Jersey College from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. Jersey College will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Service (INS)<sup>1</sup>. In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.
5. Jersey College will initiate secondary confirmation within 10 business days of receiving both the output documents and the student's immigration status documents.

<sup>1</sup> In circumstances where providing original documentation is not possible, students may submit photocopies or other images of his or her immigration or citizenship documentation. In such a case, photocopies or other images must be accompanied by a certification that the document(s) are true, exact, and complete copies of the original documents. A certification form is available in the Financial Aid Office.