



Steps to Submit Your Citizenship Documents

- Access your Student Center on CUNYFirst then select “Tasks and Holds” tile to view your To Do List.
- Select the **Confirm U.S. Citizenship Status** item in your To Do List for your college of enrollment, then click the link to access the form.
- Login to the platform using your CUNYFirst credentials.



To Do List

To Do Item Detail

Arturo Zapata

Confirm U.S. Citizen Status

Aid Year:	2027
Academic Institution:	Borough of Manhattan CC
Administrative Function:	Financial Aid
Due Date:	02/19/2026
Contact:	Borough of Manhattan Community College
Department:	Panther Station - S225
Phone:	212/220-1430
	finaid@bmcc.cuny.edu

Confirm U.S. Citizen Status

The Social Security Administration was unable to confirm your U.S. citizenship. To continue processing your federal student aid, you must complete the CUNY Financial Aid Citizenship Affidavit and submit documentation to confirm your citizenship, such as a U.S. Passport, Certificate of Naturalization, or U.S. Birth Certificate. The documents submitted must be signed (where applicable) and unexpired.

To access the required form, log into CUNYfirst and go to your Student Center, then click the "Tasks and Holds" tile to view your "To Do List." Select the "To Do List" item for your college and click the link to access the Citizenship Affidavit form. Once your college's financial aid office verifies your documents, they will retain copies and continue processing your aid.

If you are an eligible noncitizen (not a U.S. citizen), select "Make Corrections" to update your citizenship status at studentaid.gov instead.



Select the citizenship status from the drop-down menu then, click next.



Confirm Citizenship or Immigration Status

Last Name: First Name: CUNYFirst ID Number:

Phone Number: BMCC email address:

Your U.S. citizenship or eligible noncitizen status could not be confirmed through the federal data match with the Social Security Administration (SSA) or the Department of Homeland Security (DHS).

Please choose an option below to confirm or correct your citizenship status, and provide documentation supporting the correction. Your school may require you to appear in person with your original citizenship documentation to confirm the authenticity of the document.

When uploading the following eligible noncitizen documentation, you **must** provide **both the front and back** of the document:

- I-94 Arrival-Departure Record (Paper Versions). If providing a printout from the DHS website, please include the entire printout
- I-151 Alien Registration Receipt Card
- I-551 Permanent Resident Card

Note: If uploading a Valid Government-issued Photo ID (Driver's License, State ID, etc.) you must provide both the front and back of the ID.

Citizenship / Eligible Noncitizen Status:

* -- Please Select --

Please complete the affidavit on the next page.

Next

Enter your **phone number** and **date of birth**.

Please make sure your date of birth matches the information on your FAFSA.



Confirmation of Citizenship/Immigration Document Affidavit

Certification of True, Exact, and Complete Copy of the Original Documents

Student Information:

Last Name: First Name: CUNYFirst ID Number: *

Phone Number: Date of Birth: * BMCC email address: *

This form is for the collection of Department of Homeland Security or other U.S. citizenship/nationality documents from students unable to present their documents in person.

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 bearing my likeness (picture).

I certify that the attached documents and government issued photo identification are the true, exact, and complete copies of the originals issued to me.



Before you begin uploading your documents, follow these **instructions** carefully to prevent delays. During the review process, documents that are blurry or obstructed may need to be resubmitted. Ensure your documents are clear and complete.

When Uploading Your Document or Photo:

- Ensure your document or photo is clear.
- Place the document on a solid background or one with minimal patterns or objects.
- Make sure the document lies flat, without any visible folds or creases.
- The photo should be sharp (not blurry) and without any glare or reflections.
- Capture the entire document in the frame, ensuring all four edges are included.

List of Document(s):

Type of Valid Photo ID	Expiration Date of Valid Photo ID (If Any)	Issuing Authority of Valid Photo ID
-- Please Select --		

Name of Citizenship and/or Immigration Document(s)	Expiration Date of Citizenship and/or Immigration Document(s) (If Any)
-- Please Select --	

Select the type of valid ID you wish to upload and ensure that the document is not expired. Enter the expiration date as it appears on the document and indicate who issued the ID.

When Uploading Your Document or Photo:

- Ensure your document or photo is clear.
- Place the document on a solid background or one with minimal patterns or objects.
- Make sure the document lies flat, without any visible folds or creases.
- The photo should be sharp (not blurry) and without any glare or reflections.
- Capture the entire document in the frame, ensuring all four edges are included.

List of Document(s):

Type of Valid Photo ID	Expiration Date of Valid Photo ID (If Any)	Issuing Authority of Valid Photo ID
-- Please Select --		

Name of Citizenship and/or Immigration Document(s)	Expiration Date of Citizenship and/or Immigration Document(s) (If Any)
-- Please Select --	



Select the citizenship and immigration document you wish to upload for review then enter the expiration date, if any.

When Uploading Your Document or Photo:

- Ensure your document or photo is clear.
- Place the document on a solid background or one with minimal patterns or objects.
- Make sure the document lies flat, without any visible folds or creases.
- The photo should be sharp (not blurry) and without any glare or reflections.
- Capture the entire document in the frame, ensuring all four edges are included.

List of Document(s):

Type of Valid Photo ID	Expiration Date of Valid Photo ID (If Any)	Issuing Authority of Valid Photo ID
-- Please Select --		

Name of Citizenship and/or Immigration Document(s)	Expiration Date of Citizenship and/or Immigration Document(s) (If Any)
-- Please Select --	



After selecting your valid ID type and citizenship document, the form will allow you to upload files. Be sure to click “Attach File” to upload all required documents.

Reminder: if you are uploading a state issue ID, please make sure to include both the front and back side of the card.

List of Document(s):

Type of Valid Photo ID	Expiration Date of Valid Photo ID (If Any)	Issuing Authority of Valid Photo ID
* Student's Driver's Lic ▾	*	*

Name of Citizenship and/or Immigration Document(s)	Expiration Date of Citizenship and/or Immigration Document(s) (If Any)
* U.S. Passport ▾	*

Note: If uploading a Valid Government-issued Photo ID (Driver's License, State ID, etc.) you must provide both the front and back of the ID.

Upload Valid Photo ID: *

Upload Citizenship/Immigration Docs: *



Scroll to the bottom of the page to begin the e-signature process. Once you've completed it, click the "Submit Form" button to send your documents to the Financial Aid Office.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.**

The student must sign and date this form.

*

(click to sign)

Student's Signature

Date

Previous

Submit Form

Once all documents are submitted, the Financial Aid Office will begin the review process. If any issues are identified, the documents will be rejected and returned to you for possible resubmission, along with instructions provided in the rejection message.

