

**PHONE:** 410-704-4236 • **LIVE CHAT:** [towson.edu/aidcontacts](http://towson.edu/aidcontacts) • **EMAIL:** [finaid@towson.edu](mailto:finaid@towson.edu) • **FAX:** 410.704.2584

If your online To-Do-List is requesting citizenship documentation, the FAFSA processor was not able to confirm your citizenship status and you must submit citizenship documentation before we can release your financial aid.

- If you meet one of the statuses below, please submit the relevant documentation.
- If you don't meet any of the statuses below, please immediately notify us by email. If you don't meet these statuses, we must cancel all federal loans; Pell, SEOG, and TEACH grants; TU "Institutional Grants," and Federal Work-study offers. To apply for other aid programs, you must follow these instructions for [International Students](#) or [Undocumented Students](#). To receive state (MHEC) aid, you must carefully follow these [Undocumented Students](#) instructions.

I am a **U.S. Citizen or Naturalized U.S. Citizen**. Submit **one** of these forms of documentation. \*

- A copy of your birth certificate if you were born in the United States
- A copy of your Certificate of Naturalization (N-550 or N-570) or Certificate of Citizenship (N-560 or N-561)
- A copy of State Department Form FS-240, FS 545, or DS-1350
- A copy of your U.S. Passport

I am a **U.S. Permanent Resident**. Submit **one** of these forms of documentation. \*

- A copy of both sides of your Permanent Resident Card (Form I-551)
- A copy of your Arrival/Departure Record (CBP Form I-94) or Departure Record (Form I-94A), with the endorsement:  
"Processed for I-551. Temporary Evidence of Lawful Admission for Permanent Residence.  
Valid until ... Employment Authorized."
- United States Travel Document annotated with "Permit to Reenter Form I-327 (Rev. 9-2-03)."

I am an **Eligible Non-Citizen**. Submit **one** of these forms of documentation. \*

- **Refugees:** Form I-94 or I-94A with a stamp showing admission under Section 207 of the Immigration and Nationality Act (INA), or a U.S. Travel Document annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."
- **Victims of human trafficking:** Certification or eligibility letter from the U. S. Department of Health and Human Services (HHS), or a T-visa (e.g., T-2 or T-3) for a spouse, child, or parent of a trafficking victim.
- **Asylees:** an I-94 or I-94A with a stamp showing admission under Section 208 of the IN, or United States Travel Document annotated with "Refugee Travel Document Form I-571 (Rev. 9-2-03)."
- **Parolees:** an I-94 with a stamp that has not expired.
- **Cuban-Haitian entrants:** I-94 with stamp "Cuban-Haitian Entrant (Status Pending)."

\*Note: The U.S. Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) both allow photocopying of these documents for financial aid applications. We must also confirm your documentation with USCIS or HHS, and this may delay the processing of your financial aid application for up to 30 days.

**Submission Methods** (Choose one.) - Please include student's name and TU ID Number.

Document Upload	Fax	Mail	In Person
Scan documents and upload to <a href="http://www.towson.edu/SubmitAidDocs">www.towson.edu/SubmitAidDocs</a> . Please combine multiple pages into a single PDF file.	410-704-2584	Towson University Financial Aid Office 8000 York Road Towson, MD 21252	Room 339 Enrollment Services Center Monday - Friday 8:00 - 4:30

Please allow us 4 to 5 business days to remove document requests from your To-Dos.

Revised: 8/26/24