Milwaukee School of Engineering 2027-2028
Citizenship Affidavit

Why do I have to fill this out?
Students are required to fill out the citizenship affidavit when, upon filing the Free Application for Federal Student Aid (FAFSA), the Department of Education was unable to verify your citizenship status. This does not necessarily mean there is anything wrong with your citizenship status, it simply means that they could not confirm it for FAFSA filing purposes.

What happens if I don't fill this out?
MSOE will be unable to offer you need-based financial aid.

How do I complete this form?
View the table on the next page. Select one of the two options to confirm your citizenship with MSOE's Financial Aid Office.
1. Bring a valid, government issued photo ID and the relevant citizenship documents to fill out the affidavit in person to MSOE's Financial Aid Office.

OR

2. Visit a notary public and complete the form in person with them. Make sure to bring along a valid, government issued photo ID and relevant citizenship documents. Then, mail the original affidavit and copies of the documents presented to the notary to MSOE's Financial Aid Office at: 1025 N. Broadway, Milwaukee WI, 53202.

Acceptable Documents	
Examples of valid government issued photo IDs	**Relevant Citizenship Documents:**
• Signed U.S. passport • Driver's License • State-issued Identification Card	• Signed U.S. Passport • Certificate of Naturalization • Certificate of Citizenship • Permanent Resident Card; I-94 or I-94A

What is a notary public, and where can I find one?
A notary public is an individual issued an appointment by a governing financial institution to serve the public as an impartial witness, performing notarial acts as are allowed or required by law.

You may find a notary public often at UPS or FedEx stores, local libraries, local courthouses, or banks. You may also search for commissioned notaries public at: https://www.notaryrotary.com/

Do my personal documents need to be current?
Yes. You must present un-expired documents for them to be applicable to this document. Please note, that if your documents expire while you are at MSOE, you may be required to fill out this form again in a future academic year. We may ask you to renew or present other current documents if they expire within the academic year, you are presenting this document.

Can I just scan or fax this affidavit?
No. You must either present this affidavit in person to our office or mail the original copy to us.

Can I scan or fax documents?
If you are coming in person to MSOE's Financial Aid Office, then you must bring your original documents to be presented to the office.
If you are mailing the original citizenship affidavit after having it notarized, then yes, you may scan copies of the documents to be submitted electronically.

How can I submit documents to MSOE?
1. In person. If you are completing this form with MSOE's Financial Aid Office, you may visit us between the hours of 8am – 4:30pm, Monday through Friday at 1025 N. Broadway, Milwaukee, WI 53202
2. By mail if you are sending us the original citizenship affidavit notarized. Send to the Milwaukee School of Engineering, Attention Financial Aid Office, 1025 N. Broadway, Milwaukee, WI 53202. **Do not send us originals of your personal identifying documents.** Only send the original citizenship affidavit and copies of any documents presented to the notary public.
3. Electronically, only to send copies of any documents presented to the notary public. Please upload via the secure document upload portal at https://msoe.edu/Finaid

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The MSOE Financial Aid Office has received your Free Application for Federal Student Aid and must verify your citizenship status.

Please Complete one of the Following Options:	
Submit this affidavit in its original form to our office in person, alongside the following original documents	**If you are unable to appear in person at Milwaukee School of Engineering's Financial Aid Office to verify your identity, you must provide:**
1. A valid government-issued photo identification (ID), and 2. An original valid document that confirms you are a United States citizen, national, or eligible noncitizen	1) A copy of a valid government-issued photo identification (ID) that is acknowledged in the notary statement below or that is presented to a notary, 2) A true, exact, and complete copy of the original valid document that confirms you are a United States citizen, national, or eligible noncitizen 3) The original **Citizenship Affidavit**, which is provided below, must be notarized. If the notary statement appears on a separate page than the **Citizenship Affidavit**, there must be a clear indication that the **Citizenship Affidavit** was the document notarized. We cannot accept a copy of the affidavit sent via email or fax.

1. Student Information and Documentation

Student's Name: _____ MSOE ID Number: _____

Name of Valid Photo ID	Expiration Date of Valid Photo ID	Issuing Authority of Valid Photo ID

Name of Citizenship and/or Immigration Documents	Expiration Date (if any) of Document

2. School Official's Certificate of Acknowledgment (if appearing in person to the Financial Aid Office)

I certify that I _____, _____, am the individual signing this
(Print Student's Name) (Student's ID)
Citizenship Affidavit, and I am providing a copy of my documents along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness). I 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) (Date)

_____
(MSOE Official's Signature) (Date)

3. Notary's Certificate of Acknowledgment (if unable to appear in person to the Financial Aid Office)

On _____, Before me, _____,
(Date) (Notary's name)

personally appeared, _____, and provided to me
(Printed name of signer)

on basis of satisfactory evidence of identification _____
(Type of government-issued photo ID provided)

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

WITNESS my hand and official seal _____
(seal) (Notary signature)

My commission expires on _____
(Date)