



## 2018-2019 CITIZEN/ELIGIBLE NON-CITIZEN AFFIDAVIT AND COPY CERTIFICATION

Based upon information provided to you in your Student Aid Report, the Department of Education has requested additional documentation regarding your citizenship status. Please gather your original citizenship documentation and complete this form. The original citizenship documentation must be certified as true, exact, and complete copies (a.k.a. Copy Certification) by a GCU University Official or through a process administered by a Notary Public.

### A. Student Information

STUDENT NAME: \_\_\_\_\_ GCU STUDENT NUMBER: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

### B. Student Affidavit

I certify that I, \_\_\_\_\_, am the individual signing this statement, and I am providing my citizenship document(s) noted below to a University Official or Notary Public for copy certification on Page 2 or 3. I certify that the citizenship document(s) are the true, exact, and complete originals issued to me.

**NOTE: Complete both the "Type of Citizenship..." and "Expiration Date..." sections below.**

TYPE OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S) (e.g. U.S. Passport, Certificate of Naturalization)	EXPIRATION DATE (IF ANY) OF CITIZENSHIP AND/OR IMMIGRATION DOCUMENT(S)

### C. Student Signature (Handwritten Signature Required – Typed/Electronic Signature Not Accepted)

I understand that providing false or misleading information or documentation is punishable by fine or imprisonment and may make me liable for repayment of any funds received on the basis of the information and documentation I have provided.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**D. Copy Certification** *(Please only have **ONE** of the **THREE** sections below completed):*

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**STUDENT:** Please present your original citizenship document(s) referenced on Page 1, Section B of this Citizen/Eligible Non-citizen Affidavit and Copy Certification to either a Grand Canyon University Official or to a Notary Public for Copy Certification.

**CALIFORNIA NOTARIES:** Using the separate California notary form is acceptable as long as it is either a Copy Certification or Copy Certification by Document Custodian identifying the type of citizen/eligible non-citizen document presented.

**1. Copy Certification by a Grand Canyon University Official**

**UNIVERSITY OFFICIAL’S COPY CERTIFICATION**

I, \_\_\_\_\_ do certify that on the date of \_\_\_\_\_  
*(Name of University Official)*

I personally made a true, exact, and complete copy of the citizenship document(s) listed on Page 1, Section B.

\_\_\_\_\_  
*(Signature of University Official)*

*University Official to upload copy of citizenship document(s) to imaging repository*

**2. Copy Certification by Notary Public**

**NOTARY PUBLIC’S COPY CERTIFICATION**

I, \_\_\_\_\_ do certify that on the date of \_\_\_\_\_  
*(Name of Notary Public)*

I personally made a true, exact, and complete copy of the citizenship document(s) listed on Page 1, Section B of this Citizen/Eligible Non-citizen Affidavit and Copy Certification.

State of \_\_\_\_\_ County of \_\_\_\_\_

WITNESS by my hand and official seal or stamp:  
*(Affix seal or stamp below if required by your state of commission)* \_\_\_\_\_  
*(Signature of Notary Public)*

My commission expires: \_\_\_\_\_

**3. Copy Certification by Document Custodian**

**COPY CERTIFICATION BY DOCUMENT CUSTODIAN**

I, \_\_\_\_\_, of legal age, being first duly sworn, hereby swear (or affirm)  
*(Printed Name of Document Custodian)*

that the attached reproduction of the document(s) listed on Page 1, Section B of this Citizen/Eligible Non-citizen Affidavit and Copy Certification are true and exact copies of the correct and completed original document(s).

\_\_\_\_\_  
*(Signature of Document Custodian (Affiant))*

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

WITNESS by my hand and official seal or stamp:  
*(Affix seal or steamp below if required by your state of commission)*

\_\_\_\_\_  
*(Signature of Notary Public)*

My commission expires: \_\_\_\_\_

**Mail all three pages of this document and a copy of the citizenship documentation provided to the Notary Public or Document Custodian as listed on Page 1, Section B to:**

**Grand Canyon University  
Office of Financial Aid  
P.O. Box 11549  
Phoenix, AZ 85061**