If you are an **eligible noncitizen** who holds one of the following documents as proof of your status, you must present your **original document** to a Texas Tech University Health Sciences Center staff member to be examined and copied for your financial aid file. Please stop by the appropriate office at your earliest convenience with the original document. We will make a photocopy for your financial aid file. If presenting your document(s) in person, you are <u>not</u> required to submit the attached Certification of Original Citizenship & Identification Documents form. The staff member assisting you will forward your information to the Financial Aid Office for your file to be updated.

<div align="center">

Permanent Resident Card

I-94 or I-94A Arrival-Departure Record

I-327 Reentry Permit

I-571 Refugee Travel Document

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TTUHSC Contacts & Location Information

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TTUHSC Lubbock	**TTUHSC Amarillo School of Pharmacy**	**TTUHSC Dallas School of Pharmacy**
Financial Aid Office	Student Services Office	5920 Forest Park RD, Suite 700
3601 4th Street, Room 2C400	1300 S. Coulter St	Dallas, TX 75235
Lubbock, TX 79430	Suite 2110	***By Appointment Only***
	(2nd floor of Pharmacy Academic Center)	Patrick Kegley
TTUHSC Midland	Amarillo, TX 79106	(214) 358-9019
Student Services Office	(806) 414-9393	Joshua Burrull
3600 N. Garfield Street		(214) 358-9049
Midland, TX 79705		
Rosalinda Ramirez		
(432) 620-1092		
TTUHSC Odessa School of Nursing	**TTUHSC Abilene School of Nursing**	**TTUHSC Abilene School of Pharmacy**
Student Services Office	Student Services Office	Student Services Office
800 W. Fourth Street	1674 Pine St.	1718 Pine St.
Academic Classroom Bldg 225	Abilene, TX 79601	Abilene, TX 79601
Odessa, TX 79763	Theresia Rountree	Bridgett Gann
Cindy Shumard-Kager	Sally Short	(325) 696-0474
(432) 703-5270		

If you are unable to appear in person at one of the above offices, you may present your original document to a public notary (many banks offer a notary service) to be photocopied. You must present your <u>original</u> citizenship document, your valid government-issued photo identification card, and the attached certification document. Mail the certification form and notarized photocopy of your document to our office at the address below. Your notarized document(s) will be forwarded to the U.S. Citizenship and Immigration Services of the Department of Homeland Security for validation. Please allow 10-15 business days for this process to be completed and for your file to be updated.

Student Name: _____ **Student ID:** _____

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Office *of* Student Financial Aid

Certification of Original Citizenship & Identification Documents

This current or prospective student is unable to appear in person at the Texas Tech University Health Sciences Center to present his or her original citizenship document as required by the U.S. Department of Education for the purpose of qualifying for federal financial aid funds. The U.S. Citizenship and Immigration Services of the Department of Homeland Security permits that these documents may be photocopied for lawful purposes, such as documenting eligibility for federal student aid funds.

Notary Certification: Please make a legible photocopy of the **front and back** of the student's **original** citizenship document, and valid government-issued photo identification card. Place your signature and seal on this form to certify that, to the best your knowledge, the student has presented his or her said document(s). Please complete the information below.

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

Type of Citizenship and/or Immigration Document (s)	Expiration Date of Document (If any)

Notary Certification

State of _____ County of _____

On _____ day of _____, ____, _____ personally appeared before me,
(Printed name of Student)

_____
(Printed name of Notary)

Provided to me on basis of satisfactory evidence identification _____ to be the above named person whom signed the forgoing instrument.

Witness my hand and official seal

_____
 (Notary Signature)

My Commission Expires on: _____
(Date)

_____
(Seal)

Student Certification

I, _____, am the individual signing this statement, and I am providing a copy of my
   (Printed name of Student)
document(s) along with a copy of a valid government-issued photo identification card bearing my portrait (or likeness). I certify that the attached document(s) 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 Signature)   (Date)

Student Instructions and Disclosures

Please write your student ID (R number) at the top of each document you are submitting. Please ensure you have enclosed the following documents:

- Photocopy of the front (and back if applicable) of your citizenship document(s),

- Photocopy of the front and back of your valid government-issued photo identification card,

- Notarized Citizenship Document Certification form (Please write your student ID number at the top of the form.)

Mail your documents to:

Texas Tech University Health Sciences Center

Financial Aid Office

3601 4th Street MS 8310

Lubbock, TX 79430-8310

Disclosures:

- **Your documents must be mailed.** Faxed, emailed, or otherwise submitted documents will not be accepted.

- All documents received as proof of eligible non-citizen status will be sent to the U.S. Citizenship and Immigration Services division of the Department of Homeland Security for authentication.

- Please allow 10-15 business days for this process to be completed and for your file to be updated.

If you require additional assistance, please contact the Financial Aid Office at (806) 743-3025 or financial.aid@ttuhsc.edu.