



ADMINISTRATIVE POLICY

General Provisions 3.9

Secondary Confirmation

POLICY STATEMENT

Within 10 business days after NSC receives the documentary evidence of immigration status submitted by a student required to undergo secondary confirmation, NSC will:

- a) Complete the request portion of the DHS Document Verification Request Form G-845;
- b) Copy front and back sides of all immigration-status documents received from the student and attach copies to the Form G-845; and
- c) Submit Form G-845 and attachments to the DHS District Office.

NSC will notify a student via email if DHS does not confirm their eligible noncitizen status. The student is entitled to a review of this decision. If the student is able to provide additional documentation substantiating their claim to be an eligible noncitizen, NSC will review the new information to determine whether an additional secondary confirmation may be requested. If the subsequent secondary confirmation is able to be submitted the student will be notified of the results by email. Otherwise, the student will be notified by email the reasons for which the subsequent secondary confirmation cannot be processed.

REASON FOR POLICY

This section is required per 34 CFR [668.135](#)

FORMS/INSTRUCTIONS

Department of Homeland Security Form G-845: Document Verification Request

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
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DEFINITIONS

DHS – Department of Homeland Security

HISTORY

Updated July 2, 2014