

2022-2023 New Request for Independent Status

Directions: In order to justify a dependency override, a history of family estrangement from **both** parents and/or dysfunction regarding **both** parents must exist. This form can be used to request a review of extenuating circumstances regarding your dependent status. Examples of estrangement or dysfunction include, but are not limited to abuse, abandonment, drug abuse, and parent incarceration. These extenuating circumstances must be documented by an objective third party (i.e. high school or college counselor, social services agency official, pastor or clergy, mental health professional, law enforcement officer, teacher, etc.) to qualify. **The following examples will not make you independent:**

- *Parents refuse to financially contribute to the student's education*
- *Parents refuse to fill out information necessary to complete the FAFSA*
- *Parents do not claim the student as a dependent for income tax purposes*
- *Student demonstrates total self-sufficiency*

How to Submit Form: Documentation submitted by fax or email will not be accepted. Upload through the the [Document Uploader](#).

STEP 1: FAFSA

Fill out your 2022-2023 FAFSA at www.fafsa.ed.gov. **Do not submit this form until your FAFSA has been submitted.**

STEP 2: STATUS CHECKLIST

Please turn in **ALL** of the following information at the same time. **We cannot process a request without all documentation, and additional documentation may be requested.** Should you qualify for this request based on the information above but do not have the documentation listed, please contact, or visit the One Stop Enrollment Center.

1. Submit a typed and signed letter detailing the special circumstances that make you independent from your parents. You must describe your current relationship (even if it is non-existent) with your parents. Address the following items:
 - *The nature of your relationship with your parents*
 - *Provide the date and place of your last contact with your parents*
 - *How you have been supporting yourself*
2. Submit two signed statements from professionals (teacher, counselor, clergy, social worker) familiar with the situation further outlining and verifying/substantiating the reasons for your independent status request. The statements must include address and telephone numbers and must be on letterhead.
3. Attach a copy of your 2020 Federal Tax Return Transcript, or a signed copy of your 2019 Federal Tax Return; list of income earned for 2020; and submit the W-2 form(s) or other earning statement(s) if available.

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UTSA OFFICE USE ONLY:

RRAAREQ Code: DEPOVR

WebX Code: FA_DEP_OVERRIDE

Form revised 3/2/22

Date: _____ Received By: _____ Processed By: _____

STEP 3: CERTIFICATION AND SIGNATURES 

***Certification Statement:** Your signature on this document confirms your acknowledgment of the following:*

- *The information submitted for review is true and correct to the best of your knowledge.*
- *Providing false information may result in reduced eligibility, repayment of aid, or both.*
- *During peak seasons, there may be a 5-7 business day processing time for the request.*
- *Status of the request will be emailed to your preferred email account as you indicated on ASAP.*
- *You have read each section and have provided the required documentation and realize that more may be required upon request.*

Student Email: _____ Telephone #: _____

Student Signature: _____ Date: _____

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Form revised 11/20/20

Date: _____ Received By: _____ Processed By: _____