

## 2023-2024 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 or are financially unable to 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**.

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Special Circumstances Forms*; Category 2: *Request for Independent Status (Dependency Override)*; Document: *Request for Independent Status Form*

### STEP 1: FAFSA

Fill out your 2023-2024 FAFSA at [studentaid.gov](http://studentaid.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 2021 Federal Tax Return Transcript, or a signed copy of your 2021 Federal Tax Return; list of income earned for 2021; 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 9/13/23

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

