



**2022-23  
DEPENDENCY APPEAL**

COMPLETE WITH BLACK INK ONLY.  
ELECTRONIC SIGNATURES ARE  
NOT ACCEPTABLE ON THIS FORM.

Complete this form if you do not meet the criteria for independent status listed on the 2022-23 Free Application for Federal Student Aid (FAFSA), but you wish to present documentation to support a review of your dependency status. The chart below outlines the types of situations that may be considered, as well as suggested documentation to support each situation. Once your Dependency Appeal and all supporting documentation has been received, please allow up to 5 business days for your appeal to be processed.

**Possible Situations and Suggested Documentation**

| Situation  | Suggested Documentation   |
|--|---|
| Your parents have abandoned you, and you have been under the care of another adult or have been supporting yourself since that abandonment.                                | <ul style="list-style-type: none"> <li>• A letter from your high school guidance counselor <b>and</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation.</li> </ul> |
| You and your parents have severed all contact due to circumstances that would constitute endangerment (physical or psychological) to you.                                  | <ul style="list-style-type: none"> <li>• Court documentation or police report(s) <b>and</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation.</li> </ul>           |
| Your parent (in a single parent family) is incarcerated and you have no contact with your other parent, or both of your parents (in a two parent family) are incarcerated. | <ul style="list-style-type: none"> <li>• Current proof of incarceration <b>and</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation.</li> </ul>                    |
| Your supporting parent is deceased and you have no contact with your surviving parent.   | <ul style="list-style-type: none"> <li>• A copy of your parent's death certificate <b>and</b></li> <li>• A letter (on agency letterhead) from a counselor or other professional source who is personally familiar with your situation.</li> </ul>         |

It is your responsibility to identify the parties who may be able to help you document your situation. Suggested sources are listed below. Your source(s) must be personally familiar with your family situation.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Minister</li> <li>• Doctor</li> <li>• Attorney</li> <li>• Counselor/therapist</li> </ul> | <ul style="list-style-type: none"> <li>• Teacher/professor</li> <li>• University administrator</li> <li>• Caseworker</li> <li>• Relative (not a parent)</li> </ul> |
|---|--|

**Letters from parents, friends, or roommates are not acceptable.**

Any letter submitted as documentation from a professional source should be on agency letterhead, if appropriate, and should include:

1. Your name.
2. The nature of the writer's relationship to you and the length of time they have known you.
3. **The reason(s) why you cannot provide your parents' information on the FAFSA.**
4. The writer's name, signature, address, and telephone number.

**Please note:** Upon receipt of your documentation, it may be necessary to request additional information to clarify or supplement documentation already submitted. You will be notified by email if additional information is needed.



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*Please print all information.*

Student Rocket Number: R \_\_\_\_\_ E-mail: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**REQUIRED STEPS:**

1. File a 2022-23 FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov). If you are unable to provide parent information, you will indicate this on the FAFSA.
2. Explain the unusual or mitigating circumstances between you and your parent(s), including why you cannot provide parent information and a parent signature on your 2022-23 FAFSA.  
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3. Complete and submit the 2022-23 Independent Student Verification Worksheet, available at [utoledo.edu/financialaid/forms.html](https://utoledo.edu/financialaid/forms.html).
4. If you filed a 2020 federal income tax return, submit a signed copy of your 2020 federal income tax return (including all schedules) or submit a copy of your 2020 IRS Tax Return Transcript. You can request the transcript at [irs.gov/transcript](https://irs.gov/transcript). If you used the IRS Data Retrieval Tool to transfer your 2020 tax data to your 2022-23 FAFSA, you do not need to submit a copy of your IRS Tax Return Transcript.
5. If you did not file a 2020 federal income tax return, submit an IRS Verification of Non-Filing Letter. You can request this letter at [irs.gov/transcript](https://irs.gov/transcript) or by sending a completed IRS Form 4506-T "Request for Transcript of Tax Return" to the IRS.
6. If you had income from work in 2020, submit copies of all 2020 W-2s.

**Certification Statement:** I certify that all of the information and documentation provided for my dependency appeal is complete and correct. I understand that I must attach supporting documentation in order to be considered for independent student status, and that additional documentation may be requested by the Office of Student Financial Aid before a final determination is made. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

\_\_\_\_\_  
Student Signature Date

**TO RETURN THIS FORM:**

Upload to: [myUT.utoledo.edu](https://myUT.utoledo.edu)  
"My Financial Aid"  
"Secure Financial Aid Document Upload"

Mail to: The University of Toledo  
Office of Student Financial Aid  
2801 West Bancroft Street, Mail Stop 314  
Toledo, OH 43606-3390

In person: Rocket Solution Central  
1200 Rocket Hall

Fax to: 419.530.5835

**Questions? Please contact Rocket Solution Central (RSC) at 419.530.8700.**

*For office use only*

Approved

Denied \_\_\_\_\_

\_\_\_\_\_

OSFA Signature Date