



UofL Student Financial Aid Office Additional Information/Documentation Request

Please do not submit this page with your proof of legal relationship form. It is a resource for you to keep.

On your Free Application for Federal Student Aid (FAFSA), you reported that both parents are deceased, you were in foster care, a dependent or ward of the court, an emancipated minor, or in a legal guardianship. To confirm this information, our office is requesting that you print, complete, and return the attached “Proof of Legal Relationship” form with a **handwritten signature** and supporting documentation. *Forms submitted without the requested documentation and signatures are incomplete and cannot be processed.*

After reviewing your form and documentation, our office may request additional information or documentation, request that you make corrections to your FAFSA, or make corrections to your FAFSA¹. Make sure to monitor your UofL e-mail account and Tasks list for additional information about the status of your account. Please note there may be a hold placed on your account until all information is verified. Processing is completed when you no longer see “Proof of Legal Relationship” in your Ulink Task Tile.

The checklist status in your ULink Task Tile will change throughout the process. Descriptions of each status are provided below:	
Initiated:	Your form has been assigned but not yet received by our office.
Accepted:	An item has been received but not reviewed.
Active:	Additional information is needed: Review your ULink Task Tile and your UofL e-mail.
Received:	Your form is being reviewed. Monitor your ULink Task Tile and your UofL e-mail.
In Progress:	Your form is being processed.

If you have any questions, or need additional information, please contact our office at (502) 852-5511. You may submit the completed form to our office via fax, mail, document upload, or in-person. **Do not submit this form or any requested documentation by e-mail.**

Please return your <u>signed</u> form and, if applicable, all requested documentation to the UofL Student Financial Aid Office using one of the options below:	
The attached form must be printed then signed with a handwritten signature(s) before submitting.	
ULink Financial Aid Document Upload²:	Log into your student ULink account at https://ulink.louisville.edu/ , open your ‘Tasks’ tile and select the ‘Financial Aid Document Upload’ menu. For additional information, please visit https://louisville.edu/financialaid/other-information/financial-document-upload .
Mail/In Person:	Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292
Fax Number:	502.852.0182
²DO NOT E-MAIL this form or attachments; the options above are the only permissible way to securely submit financial aid documents electronically. Do not submit this form or attachments to any other office.	

¹Federal law requires the resolution of any potentially conflicting information. We may make a correction to your FAFSA, which may result in a change to your eligibility for federal student aid. Corrections made by either our office or you could result in the requirement to provide parent information and signature.

PROOF OF LEGAL RELATIONSHIP

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

Academic Period of Enrollment
 Fall 2022, Spring 2023, Summer 2023 Fall 2023, Spring 2024, Summer 2024 Other _____

You reported both parents are deceased, you were in foster care, a dependent or ward of the court, an emancipated minor, or in a legal guardianship on your Free Application for Federal Student Aid (FAFSA). Please complete, sign, date, and return this form, along with supporting documentation to one of the options indicated on the first page. **Do not e-mail.**

1. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?

Yes (Check all that apply and attach official documentation proving this status)
 You had no living parent (biological or adoptive) at any time since you turned age 13, even if you are now adopted.
 You were in foster care at any time since you turned 13, even if you are no longer in foster care today.
 You were a dependent or ward of the court at any time since you turned 13, even if you are no longer a dependent or ward of the court as of today.
**Please note: Incarceration of a student does not solely qualify the student as a ward of the court for federal student aid purposes. Please contact our office if you have questions about being a ward of the court for Federal Student Aid purposes.*

No, I do not meet the criteria.

2. As determined by a court in your state of legal residence, are you or were you an emancipated minor OR does someone other than your parent or stepparent have legal guardianship of you?
The definition of legal guardianship does not include your parents, even if they were appointed by a court to be your guardians. You are also not considered a legal guardian of yourself.

Yes (check one and attach official documentation proving this status)
 You can provide a copy of a court's decision that as of the date the FAFSA was filed, you were an **emancipated minor** OR you can provide a copy of a court's decision that you were an **emancipated minor** immediately before you reached the age of being an adult in your state. (The court must be located in your state of legal residence at the time the court's decision was issued.)
 You can provide a copy of a court's decision that as of the date the FAFSA was filed, you were in a **legal guardianship** OR if you can provide a copy of a court's decision that you were in **legal guardianship** immediately before you reached the age of being an adult in your state. (The court must be located in your state of legal residence at the time the court's decision was issued.)

No You are still a minor and the court decision is no longer in effect when the FAFSA was filed OR the court decision was not in effect at the time you became an adult. Also answer No and contact your school if custody was awarded by the courts and the court papers say "custody" (not "guardianship"). Also answer No if you do not meet the criteria.

****If you answered No to both questions, please log back into your FAFSA and make a correction. Change the answer to the relevant question(s) from Yes to No. Please note, you may be required to provide parent information and signature.****

By signing this form, you certify that all of the information you provided on the form and any submitted documentation is true and complete to the best of your knowledge and you agree, if asked, to provide information that will verify the accuracy of your completed form. If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.

Student Signature: _____ **Date:** _____ **Phone number:** _____

Office Use Only
 Reported on ISIR Trans #: _____ Chkst: LGL _____ Date: _____ Init. _____
 LGL Guard: _____ Added FAV SI
 Fostr/Ward: _____ Advised student to updated FAFSA to add parent information
 Em. Minor: _____ Valid documentation