



## UofL Student Financial Aid Office Additional Information/Documentation Request

*Please do not submit this page with your date of birth certification form. It is a resource for you to keep.*

The date of birth that you reported on your Free Application for Federal Student Aid (FAFSA) does not match the date of birth on record at the University of Louisville. To confirm this information, our office is requesting that you print, complete, and return the attached “Date of Birth Certification” 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 FAFSA<sup>1</sup>. 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 “Date of Birth Certification” 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:	
<b>Initiated:</b>	Your form has been assigned but not yet received by our office.
<b>Accepted:</b>	An item has been received but not reviewed.
<b>Active:</b>	<b>Additional information is needed:</b> Review your ULink Task Tile and your UofL e-mail.
<b>Received:</b>	Your form is being reviewed. Monitor your ULink Task Tile and your UofL e-mail.
<b>In Progress:</b>	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.**

<b>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:</b>	
The attached form must be printed then signed with a handwritten signature(s) before submitting.	
<b>ULink Financial Aid Document Upload<sup>2</sup>:</b>	Log into your student <b>ULink</b> account at <a href="https://ulink.louisville.edu/">https://ulink.louisville.edu/</a> , open your ‘Tasks’ tile and select the ‘Financial Aid Document Upload’ menu.  For additional information, please visit <a href="https://louisville.edu/financialaid/other-information/financial-document-upload">https://louisville.edu/financialaid/other-information/financial-document-upload</a> .
<b>Mail/In Person:</b>	Student Financial Aid Office, Houchens Building Room 110, University of Louisville, Louisville, KY 40292
<b>Fax Number:</b>	502.852.0182
<b><sup>2</sup>DO NOT E-MAIL this form or attachments;</b> 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.	

<sup>1</sup>Federal 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.

## DATE OF BIRTH CERTIFICATION

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

### Academic Period of Enrollment

Fall 2022, Spring 2023, Summer 2023    Fall 2023, Spring 2024, Summer 2024    Other: \_\_\_\_\_

In reviewing your financial aid records, we discovered a conflict in your date of birth. The date of birth you indicated on your Free Application for Federal Student Aid (FAFSA) does not agree with the date of birth on record at the University of Louisville.

Please complete, sign, date, and return this form, along with supporting documentation to one of the options on the first page. **Do NOT submit via e-mail.**

Please indicate your Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month)                      (Day)                      (Year)

**Proof of Date of Birth is attached.**

- *Proof of your date of birth can include a copy of your state identification card, driver's license, birth certificate, or passport.*

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 #: \_\_\_\_\_ [ ] Checklist DOBCT \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_  
FAFSA DOB: \_\_\_\_\_ [ ] Update UofL Bio/Demo DOB  
CS DOB: \_\_\_\_\_ [ ] Notify Loan team