

## PROOF OF SEPARATION/DIVORCE 2016-2017

(Independent student)

Student Name: \_\_\_\_\_ Adelphi ID #: \_\_\_\_\_

Your marital status was reported on the 2016-2017 Free Application for Federal Student Aid (FAFSA) as **Separated/Divorced**. Before we can determine your eligibility for federal and state financial assistance, this form must be completed and returned with all required documents. Failure to provide this information will result in the loss of federal financial aid for this academic year.

*If you do not or cannot provide the required documents, your spouse's income and asset information must be included on the FAFSA.*

### STEP 1: Marital status (this information must be completed):

Date of Your Marriage: \_\_\_\_\_ (MM/DD/YYYY)

Are you divorced? (Check one)

YES Date of divorce: \_\_\_\_\_ (MM/DD/YYYY)

*You must attach a copy of the court-issued divorce agreement.*

NO Date of separation: \_\_\_\_\_ (MM/DD/YYYY)

Do you intend to proceed with a divorce? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you consulted an attorney or Legal Aid in this matter? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a legal separation? (Check one)

YES *You must attach a copy of the legal separation agreement.*

NO

What was the last year you and your spouse filed a joint federal tax return? \_\_\_\_\_

Never filed a joint return: \_\_\_\_\_

Have you remarried: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 2: Household information

#### Student

Date on which you and/or your spouse changed residences: \_\_\_\_\_

**Student's** complete current address: \_\_\_\_\_

\_\_\_\_\_

Student's home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

#### Spouse

Spouse's Name: \_\_\_\_\_

**Spouse's** complete current address: \_\_\_\_\_

\_\_\_\_\_

Spouse's home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

### STEP 3: Required documentation

If you are **DIVORCED**:

- A copy of your divorce decree.
- Documentation that you and your spouse reside in separate residences. This must include official documents such as separate leases/mortgage statements, bank statements, driver's licenses, etc. Documentation must show that two separate households are maintained at two different physical addresses.
- **Copies of all W-2 forms and Official Tax Return transcripts from the IRS for your most recent tax filing year.**

If you are **SEPARATED**:

- A copy of the legal separation agreement, if you have one.
- A notarized letter from you explaining whether the separation is permanent, and if there are plans to file for a divorce.
- Official documentation that you and your spouse permanently reside in separate residences: this must include official documents such as separate leases/mortgage statements, bank statements, driver's licenses, etc. *All documents must show that two separate households are maintained at two different physical addresses.*
- Two letters from third party professionals (i.e. attorney, counselor, clergy person, case worker, etc.) on letterhead who can confirm your current marital status *in their professional capacity*.

**If this documentation cannot be provided, you may be required to provide the tax and asset information for both you and your spouse on the FAFSA to be considered for federal financial aid.**

Your file will be reviewed faster if all documentation is submitted at the same time. Each document should have your name and Adelphi I.D. number on it. The complete packet must be reviewed and approved before financial aid will be awarded. Only the documents listed on this form will be accepted. Submission of the requested documentation does not guarantee approval.

**Further explanations regarding any portion of this form should be included on a separate sheet and submitted with all other documentation.**

*By signing this form, you agree to provide additional documentation, if needed, that will verify the accuracy of your information. If you purposely give false or misleading information to qualify for Title IV funds, you will be referred to the United States Department of Education's Inspector General, and you may be fined up to \$20,000, sent to prison, or both.*

Attach all supporting documents to this form and submit to:

Adelphi University  
Office of Student Financial Services  
South Ave.  
Levermore Hall, Room 1  
Garden City, NY 11530

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Student Signature

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Date