Appeal for Special Circumstances Separation/Divorce

If you (or if you are a dependent, your parents) have become separated or divorced since filing your Free Application for Federal Student Aid, you may request an appeal for special circumstances by providing the information below.

1. Provide proof of housing with addresses for each separate household [i.e. rental/lease agreements, rental/mortgage payments including name(s) of residents(s) and address of residence].
2. Date of Separation/Divorce:_________________________.
3. Amount of Spouse Support $___________/received per month FROM ____________ TO ____________
4. Amount of Child Support $____________/received per month FROM _____________ TO ____________ (include total monthly amount for ALL children)
5. Submit a copy of the custodial parent’s, if dependent, or your own 2017 Federal Tax Return Transcript, and W-2. If the Federal Tax Transcript was a joint return, then adjust the joint Tax Transcript to exclude the spouse’s income (submit W-2’s for both parents). See “Special Instructions for UC San Diego Tax Transcript Completion” on page 2.
6. For Dependent students: Provide an explanation below of: 1) which parent the student lived with or received the most support from; and 2) which parent will be paying support and for whom.

EXPLANATION OF SPECIAL CIRCUMSTANCES:
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Student’s/Parent’s Name (Print): ___________________________________________
Student’s/Parent’s Signature: ____________________________________________ Date: _______________________

RETURN THIS FORM TO: UC San Diego Financial Aid and Scholarships Office, 9500 Gilman Drive, La Jolla, CA 92093-0013
Dear Student:

According to information on your Free Application for Federal Student Aid (FAFSA) or your California Dream Application, you or your parents have recently separated, divorced or become widowed, yet a joint 2017 federal tax transcript (1040) was submitted to this office. You or your parent (whose information is on your application) will need to create a “single” return for UC San Diego financial aid purposes only. Indicate the student’s name and Social Security number at the top of the transcript. Follow the instructions below for you or your parent.

Thank you,
UC San Diego Financial Aid and Scholarships Office

| A. Please provide: |  
|-------------------|---
| 1. Written documentation of separate residences for each parent or the student and separated spouse [i.e., rental agreement, rental/mortgage payments indicating name of resident(s) and address of residence]. |  
| 2. A statement of any child support and/or educational support you or your parent are receiving for the student and/or other children. |  
| B. Please adjust the joint tax transcript to include only the appropriate parent’s or student’s income and taxes. |  
| 1. **Filing Status** (items 1-5): indicate current status (single or head of household) |  
| 2. **Exemptions** (items 6a-d): follow instructions for the number of dependents; do not include ex-spouse or any dependents who the former spouse will be supporting and/or claiming even if they will be living with you. |  
| 3. **Income** (item 7+12): Enter individual’s amount of wages from W-2 to the transcript.  
  (item 8a): Enter interest income received, or if account was a joint account, enter fifty percent of interest income.  
  (item 9): Enter dividend income received or if account was a joint account, enter fifty percent of dividend income.  
  (item 10): Follow 1040 instructions or if income was joint, enter fifty percent.  
  (item 11): Enter the amount of alimony received in 2017.  
  (item 12-21): Enter amounts of income (or loss) which pertain to the individual or fifty percent if joint income (loss). |  
| 4. **Adjustments to Income** (items 23-35): include only the individual’s portion of the adjustments or enter fifty percent of joint adjustments to income. |  
| 5. **Adjusted Gross Income** (item 37): follow 1040 instructions. |  
| 6. **Tax Calculation** (items 38-56):  
a) If expenses were itemized (medical/mortgage interest), determine the individual’s portion of deductions to income, or if joint deductions enter fifty percent of deductions.  
b) If expenses were NOT itemized, use standard deduction for single or head of household to determine 2017 taxes based upon recalculated Adjusted Gross Income (item 34). |  
| 7. **Sign and date the adjusted Tax Transcript** and attach W-2 |  
| 8. Return the signed Tax Transcript to:  
  UC San Diego, Financial Aid and Scholarships Office, 0013,  
  9500 Gilman Drive  
  La Jolla, CA 92093-0013 |