

UTSA Office of Student Financial Aid and Enrollment Services (SFAES) Verification Checklist

www.utsa.edu/financialaid/verification.html

Your financial aid file has been selected for a process called Verification. Participation is mandatory once selected in order to receive Federal financial aid funds.

The Roadrunner Express deadline is July 1, 2009 for the fall semester, December 1, 2009 for the spring semester, and May 1, 2009 for the summer semester. All documents requested for verification must be submitted by this date in order to guarantee disbursement of your financial aid 10 days before the first day of class.

Documents submitted after July 1st: In this case there is NO guarantee student's aid will disburse before the first day of class. If this is the case, we recommend the following steps be taken to hold classes:

- Tuition and Fee Loan (ASAP Account)
 - Installment Plan with Fiscal Services (ASAP Account)
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Dependent Students must submit

- Signed copies of your own and your parent's IRS 2008 Federal Tax Returns.* Make sure each tax return page is signed by the person that is listed on the tax return.
- 2009-2010 Dependent Verification Worksheet.* This worksheet must be completely filled out to include parent's and student's signatures.

Independent Students must submit

- Signed copy of your own and your spouse's IRS 2008 Federal Tax Returns.* Make sure each tax return page is signed by the person that is listed on the tax return.
- 2009-2010 Independent Verification Worksheet.* This worksheet must be completely filled out to include student's and spouse's signatures.

If you or your parents/spouse did not file a tax return for the 2008 year, please check the appropriate box on the 2nd page of the Verification Worksheet and list any income in the boxes provided.

Documents can be submitted the following ways:

- Via US mail at the address listed below or
- At one of our SFAES offices (or the drop box located there when outside of office hours)
 - Located on the first floor of the John Peace Library (JPL) on the 1604 campus
 - Located on the first floor of the Frio Street Building (FS) on the downtown campus

Please note: *Faxes are not acceptable*

Please submit all required documentation to us at the same time, otherwise disbursement of your financial aid funds will be delayed.

Once you have submitted all the necessary documentation we will process your file and make any necessary corrections. Once your file is processed, you will be notified of any changes. Please note that awards may change during the verification process. Should your award be revised, you will be notified via your UTSA email account.

Contact Information:
University of Texas at San Antonio
Office of Student Financial Aid and Enrollment Services
One UTSA Circle, San Antonio, TX 78249
(800)669-0919 or (210)458-8000
financialaid@utsa.edu