

VERIFICATION OF MARITAL SEPARATION
2006-2007

Name: _____ Student ID: _____

Email address: _____

On your application for financial aid, you indicated your marital status was “separated”. In order for us to complete your file, you must provide documentation verifying that you are separated for the purpose of divorce, and that you are not receiving support from your spouse (other than child support or alimony). Please provide the document(s) indicated below:

- _____ **1. A notarized letter from you verifying the date of separation and explanation of financial support expected.**

- _____ **2. A copy of any pre-divorce documents from your attorney or the court, OR a letter from a social agency, such as the Department of Human Services, stating they are aware of your separation, and according to their files, you are considered separated for their programs.**

- _____ **3. A copy of your housing contract showing that you are maintaining a separate household.**

- _____ **4. A copy of your spouse’s housing contract.**

- _____ **5. A copy of your 2005 tax return. If you filed a joint tax return, an explanation from you and your tax accountant of why you continue to file a joint return will be required.**

Documentation submitted must be reviewed and approved by your financial aid counselor. Submission of the requested documentation does not guarantee approval. If you have additional questions, please call us at 903-566-7180.

**Return documents to:
The University of Texas at Tyler
Financial Aid
3900 University Blvd
Tyler, TX 75766
903-566-7183 FAX**

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.