



FINANCIAL AID & SCHOLARSHIP OFFICE
1000 East Victoria Street
Carson, California 90747
PHONE: (310) 243-3691

CSUDH ID: _____ Today s Date: _____

Financial Aid Document Submission Cover Sheet

Please complete the information requested below, submit this form along with your documents.

REMINDER: When uploading your documents to the **online [Dropbox](#)**, please exercise caution when using Free WiFi or Public Computers as these are not secure.

Student Name: _____
Enter Last Name, First Name, MI

Toro Email Address: _____

Phone Number: _____
(Area Code) (i.e. 222-1234)

*Note: Please be sure to include your **CSUDH student ID number** on each page submitted and allow up to 4 business days for your **To Do List** to be updated.*

SUBMISSION INSTRUCTIONS:

On the following page(s), complete all requested information using the fillable document below. Your document must be complete to be accepted by the Financial Aid & Scholarship Office. Forms that are incomplete will remain on your To-Do-List in the Student Center.

1. Upon completing this document, scroll to the bottom where you are asked to sign and date. In the signature area, type or sign your name and in the date space type today's date.
2. **Save your document and be sure to include your name and CSUDH Student ID# within the file name.**
3. If you have attachments, please have them ready to upload to the online Dropbox
4. Return to the [Financial Aid Forms](#) page > go to the **blue Dropbox Folders** section > **select the icon that corresponds with your last name** > use the **"Add Files"** or **"drag and stuff here"** option to upload your documents. **Emailed documents will not be accepted.**
5. Once all documents have been submitted, be sure to close your browser.

In furtherance of CSU Dominguez Hill's mission of accessibility and commitment to excellence through diversity, equity, and inclusion, CSUDH strives to ensure that its information and communication technology is accessible to everyone. If you need assistance in completing this form because of a disability, please contact us at (310) 243-3660



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Student's Name: _____ CSUDH ID#: _____

2022-2023 Income Adjustment Appeal Form

Your 2022-2023 financial aid application reflects income information from the 2020 calendar year. If you or your family's financial situation has changed, you may request to have your financial aid eligibility re-evaluated using 2021 or 2022 income information. Please complete this form and submit the required documentation to the Financial Aid Dropbox located at: csudh.edu/financial-aid/forms/. You will be notified via your Toro mail account once your appeal has been reviewed. The deadline to submit this form and all required documents is Thursday, April 20, 2023.

Tell us the Person(s) impacted by change (check all that apply): Student Spouse Parent(s)

Submit the following **required** items:

A **typed statement** that provides a detailed explanation regarding the change in income. Include the month and year the change occurred. This statement should be signed by the person impacted by the change.

Supporting documentation specific to your situation: Examples below

Loss of job (*attach the following items and the required documentation indicated below*)

- Letter from employer showing the last date worked; or
- Copy of most recent paycheck stub(s) showing year-to-date earnings; or
- Copy of unemployment benefit letter (EDD).

Reduction of work hours (*attach the following items and the required documentation indicated below*)

- Copy of most recent paycheck stub showing year-to-date earnings
- Date reduction occurred: _____ Hourly Pay Rate: _____ Current Hours Per Week: _____

Other circumstance(s): Please explain and attach appropriate documentation

- For example: Divorce/Separation after filing your FAFSA or CA Dream Application.

2022-2023 Dependent (or) Independent Verification Form and a signed copy of the 2020 U.S. Individual Income Tax Return (Form 1040) (***if not previously submitted***).

Check here: *If the IRS Data Retrieval Tool (DRT) was used on 2022-2023 FAFSA.*

- If a tax return was not filed for 2020, please submit an **IRS Verification of Non-Filing** letter and explain in a signed, typed statement how you, your spouse, and/or your parents were able to meet basic living expenses (food, housing, etc.). Include specific dollar amounts and source of all support (monetary support from others, Veteran's Benefits, financial aid refunds, etc.).
- If the change occurred in 2021, submit a Signed copy of the 2021 U.S. Individual Income Tax Return (Form 1040).
- If this form is submitted after January 1, 2023 and 2022 was the year the income was impacted submit a signed copy of 2022 U.S. Individual Income Tax Return (Form 1040).

CERTIFICATION

The signature(s) below certify that this information is true and gives the Financial Aid & Scholarship Office at CSUDH permission to make changes to my financial aid offer based on this request.

 Student Signature (Required)

 Date

 Parent Signature (required for dependent student)

 Date