

SSN: _____ - _____ - _____

Name: _____ Phone: (____) _____
Address: _____ Cell: (____) _____
City/State/ZIP: _____

Your application for financial aid indicates that your marital status is "separated." For us to complete your file as a separated individual, you need to 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 documents indicated by a check mark (✓) below:

- _____ 1. A letter from you stating that you are separated.
- _____ 2. A letter from a social agency, such as the Department of Human Services, stating that they are aware of your separation and that, according to their files, you are considered separated for their programs,
or
a copy of any divorce documents from your attorney or the court.
- _____ 3. A copy of your housing lease showing that you are maintaining a separate household.
- _____ 4. A copy of your spouse's housing lease showing that he/she is maintaining a separate household, if possible. If not possible, a copy of a utility bill from your spouse showing a separate address.
- _____ 5. A copy of your 2015 tax return. **If you filed a joint tax return**, provide an explanation from you or your tax professional explaining the continued filing of a joint return during your separation period.

No action can be taken in determining your eligibility for financial assistance until all the above documents are submitted.

Should you have any questions, please contact us at 214-333-5363.

Separation Verification

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Return this form with any attachments to:

Office of Financial Aid - Dallas Baptist University - 3000 Mountain Creek Pkwy - Dallas, TX 75211
Please scan, attach and email to finaid@dbu.edu or fax (214)-333-5586.