UC San Diego

Unusual Circumstance Appeal Instructions

If you have not already done so you will need to set up access through the Document Submission Tool before requesting an appeal. Instructions and a link to the tool are available in How to Create an Account for the Document Submission Tool. Once you have created a Document Submission Tool account, you can continue to access it through the Financial Aid and Scholarships (FAS) student portal.

Students classified as dependent by the FAFSA or CA Dream Act application may appeal to be classified as independent based upon the unusual circumstance that make obtaining your parents' financial aid application information impossible. Examples of an unusual circumstance include abandonment by parents, an abusive family environment that threatens the student's health or safety, or student being unable to locate their parents.

None of the following conditions qualify: parents refusal to contribute to the student's education, parents unwillingness to provide information, parents not claiming the student as a dependent for income tax purposes, nor a student demonstrating total self-sufficiency.

If you made a mistake when completing your application, please correct your FAFSA or CA Dream Act Application to include your parent(s) information and signature.

1. Prepare the following requirements before submitting your appeal.

   New Unusual Circumstance Appeal requirements

   A) Write a statement that addresses the following:
   - *The extraordinary family circumstance that led to you leaving your parents household*
   - *Your past and present relationship with both of your parents*
   - *How are you supporting yourself*
   - *Describe and list the most recent date you had contact with or were supported by your parents*

   B) Gather complete supporting documentation
   - *Two letters of support from School or Community personnel who know your situation*
   - *Your signed 2025, 1040 Tax Return*

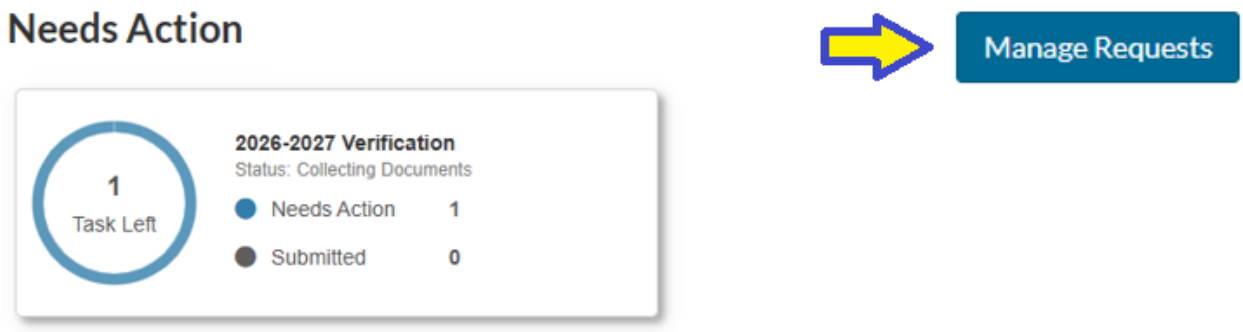
   Continuing Unusual Circumstance Appeal Requirements

   Continuing UC San Diego students who already have an approved appeal on file, will not need to complete a statement re-affirming if the circumstance you appealed for continue to exist. You do not need to provide supporting documentation again.

   Continuing UC San Diego students who do not have an approved appeal on file, follow the instructions under "New Unusual Circumstance Appeal requirements"

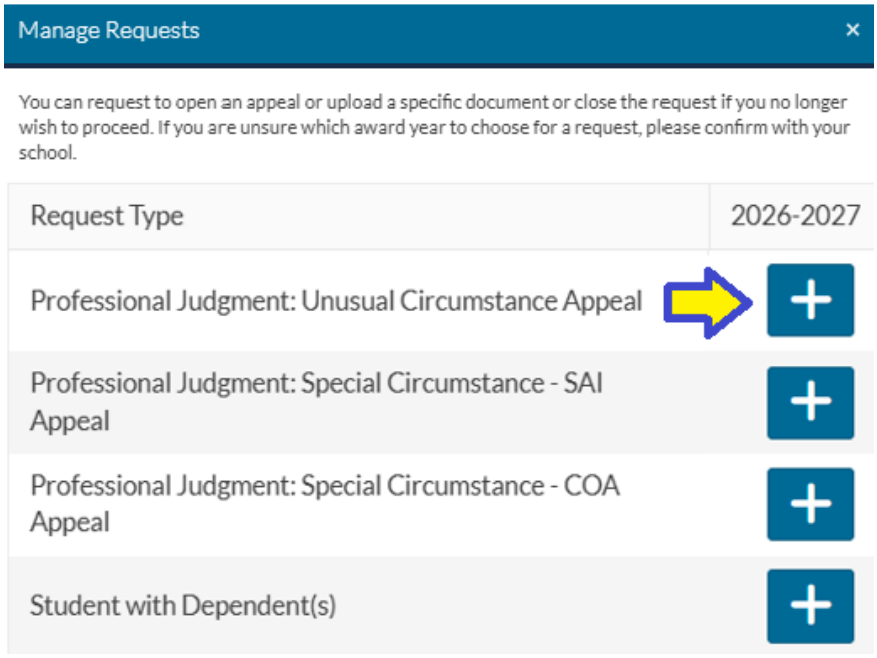
2. Log into Financial Aid and Scholarships (FAS) student portal.

UC San Diego

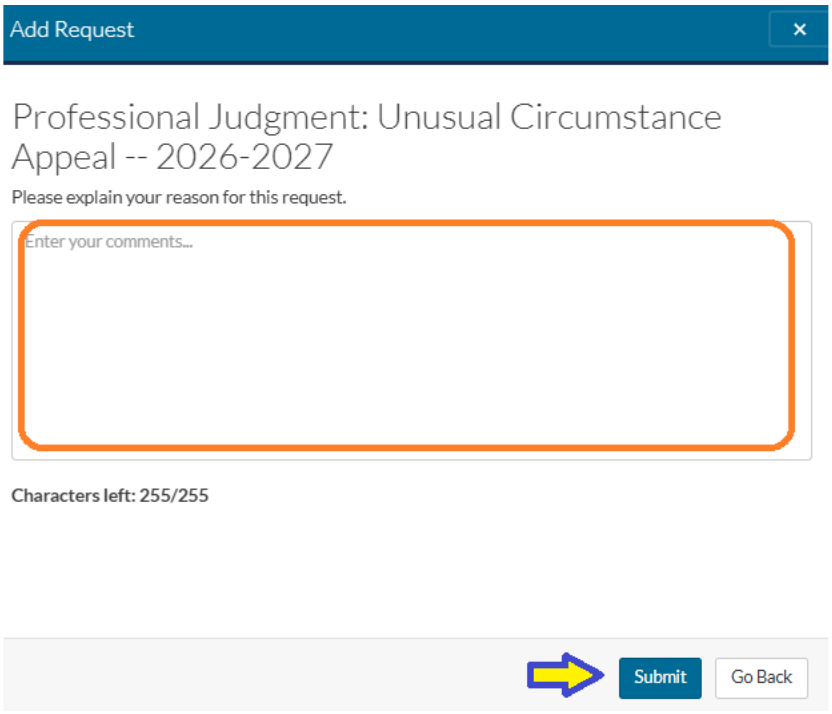


3. In the tool you may request an appeal by selecting the “Manage Requests" button.

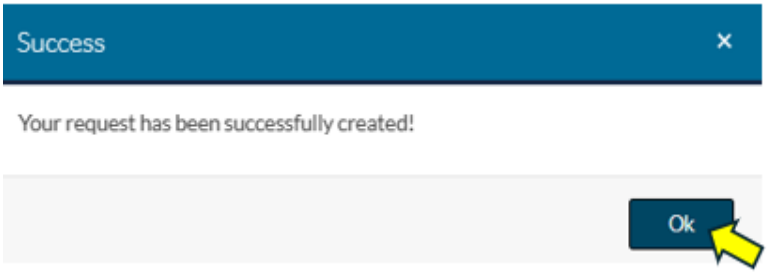
   Then select the “+” for “Professional Judgement: Unusual Circumstance Appeal” and the applicable school year.



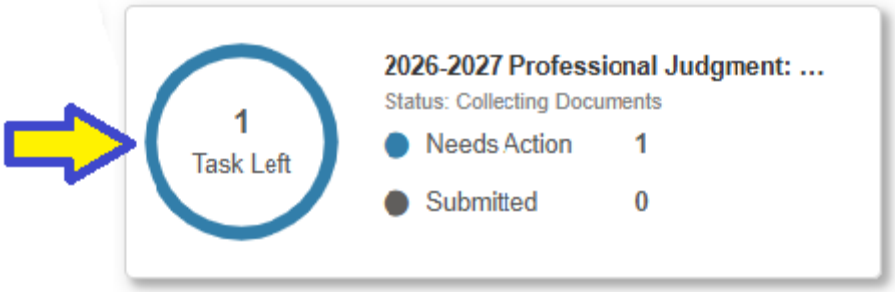
4. Enter a brief explanation for the request. This is not your appeal statement, so just enter a sentence explaining your basic reason.



You should see this message, click “Ok”:

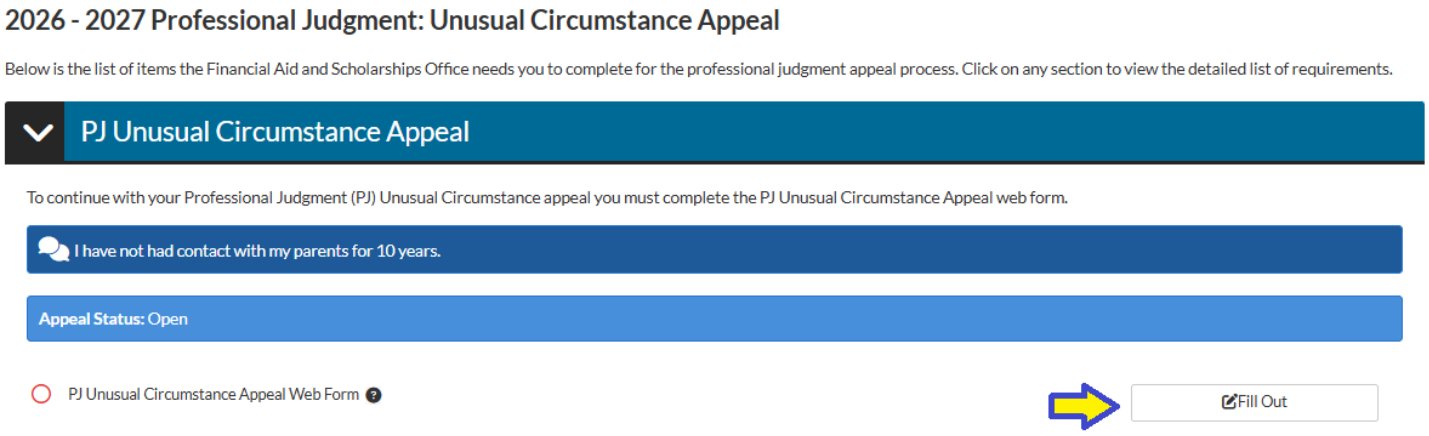


Double click on the Needs Action box:

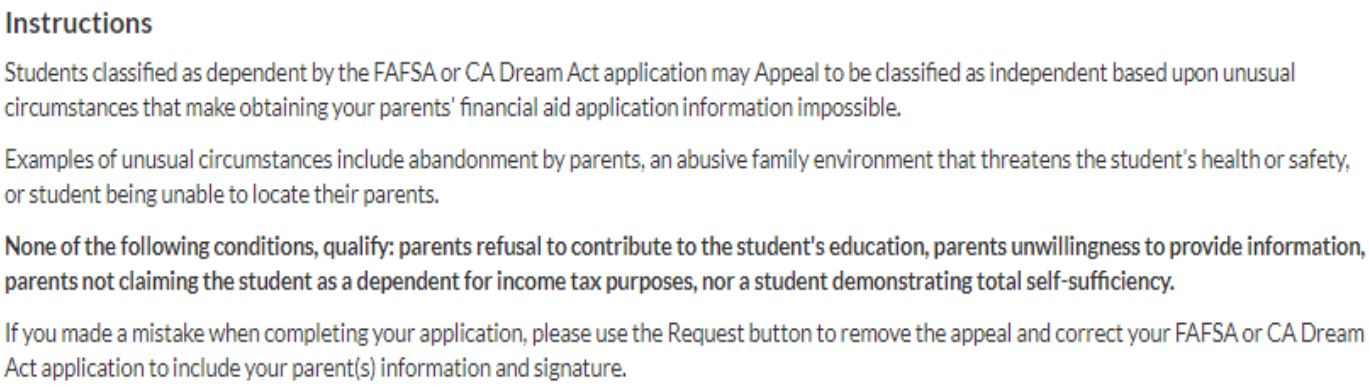


UC San Diego

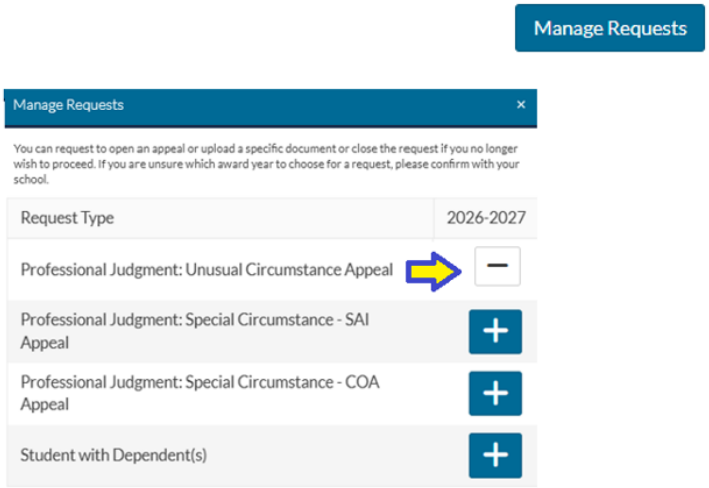
5. "Fill Out" your appeal form. The reason you typed in the box above will display in the blue line above Appeal Status.



6. Review the instructions.



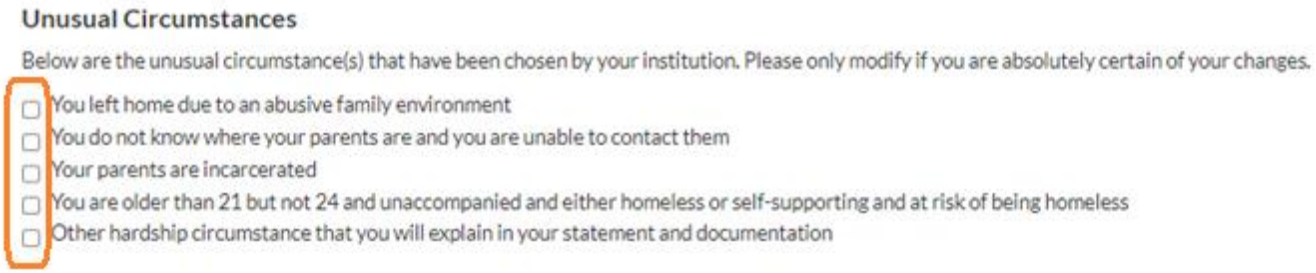
7. **Made a Mistake?** If you realize you made a mistake, you can remove your appeal by clicking "Manage Requests" at the top right of the screen again, then press the minus sign.



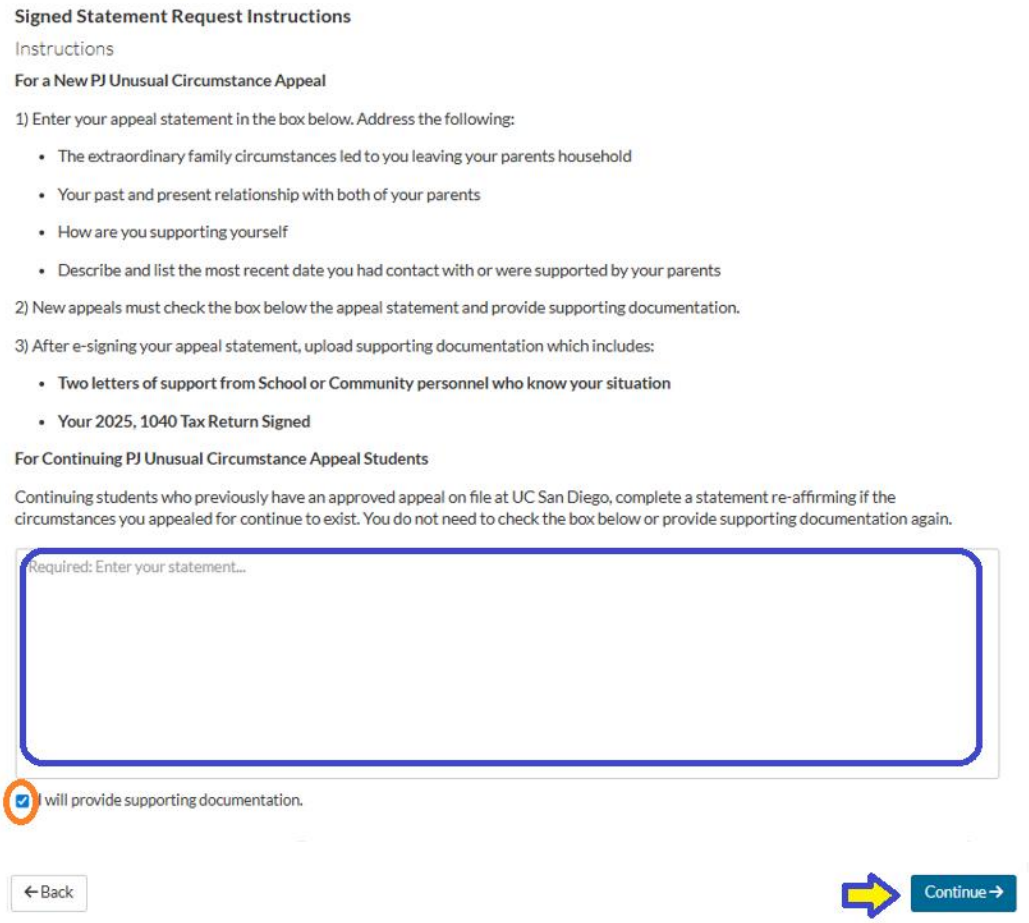
UC San Diego

8. Or, to proceed with the appeal, click continue. Review/update your contact information.

9. Indicate a checkmark next to the applicable Special Circumstance.



10. Review the Statement Instructions. Enter your statement according to the instructions. Students who have NOT had a PJ Unusual Circumstances Appeal approved at UC San Diego in a prior year are required to check the box and attach supporting documentation.

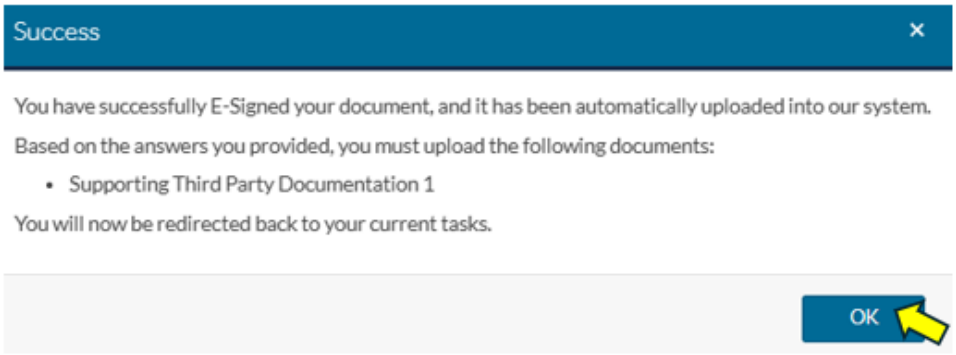


Review and sign your appeal. Use your password that you used to log into your account as the E-sign Password:

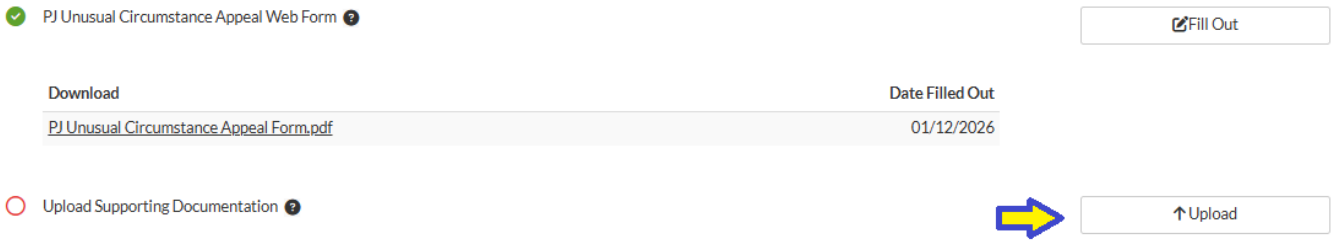


UC San Diego

Then you should see this message:

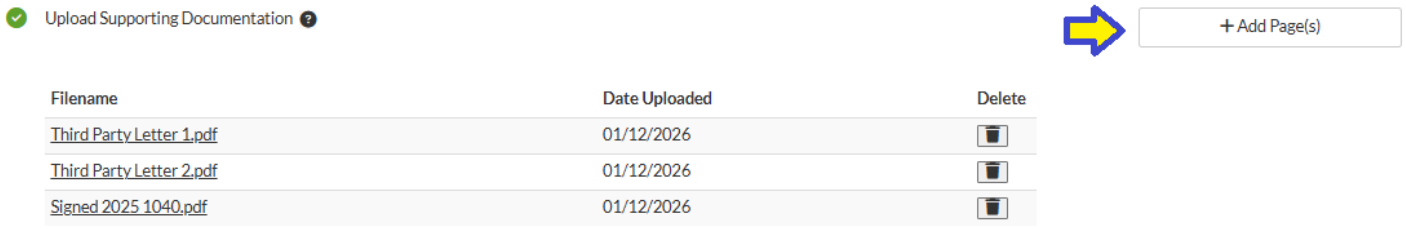


11. Upload the required supporting documentation using the "Upload" button.

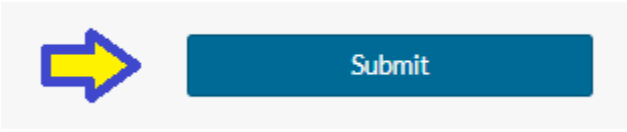


12. Attach all documents before you click submit. You can attach several documents using the Add Page(s) button. Complete documentation is required to review this appeal. Attach the following:

- *Two letters of support from School or Community personnel who know your situation*
- *Your signed 2025, 1040 Tax Return*



13. Once all documents are attached click the “Submit” and "Finish" buttons.





Unusual Circumstance appeals are reviewed by supervisors weekly. You can expect to receive a response about your appeal within 7-10 business days.