

Greetings from the Office of Financial Aid!

Thank you for submitting your application! We look forward to assisting you throughout the entire financial aid process. Please follow your specific instructions below when submitting documents to our office:

If you are a **PROSPECTIVE STUDENT**

The preferred method of sending documents to the Office of Financial Aid is via upload to your UChicago Account. While the majority of requested documents can be submitted using this upload feature, please note that there are some documents that cannot be uploaded.

Please review your UChicago account for a list of documents that can be uploaded.

If you are unable to upload documents, you may fax documents to 773-702-0744 or mail to: Office of Financial Aid 1101 E. 58<sup>th</sup> Street, Chicago, IL 60637. Please use the attached document cover sheet to submit information via fax or mail.

If you are a **RETURNING STUDENT**

The preferred method of sending documents to the Office of Financial Aid is via upload to the MyUChicago Portal. Instructions for upload can be found [here](#). E-mailed tax forms will not be accepted. If uploading is not an option, you can submit by fax to 773-834-4300 or by mail to: Office of Financial Aid - 1101 E. 58<sup>th</sup> Street, Chicago, IL 60637. Please use the attached document cover sheet to submit information via fax or mail.

*Note:*

Parent Tax Returns must include all IRS schedules/statements and W-2 forms. If your parent did not file federal taxes during the 2021 tax year, please ensure your parent completes a 2021 Non-Tax Filer Statement that is available at [financialaid.uchicago.edu/resources](http://financialaid.uchicago.edu/resources). If you have any questions, please feel free to contact the Financial Aid Office prior to submitting your documentation.

# 2023-24 Financial Aid Documents COVER SHEET

## Student Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Student Email: \_\_\_\_\_

UChicago ID Number (Returning Student): \_\_\_\_\_ Reference Number (Prospective Student) \_\_\_\_\_

## **Parent Income Documents**

**Federal income tax return(s) must be signed.  
Include all IRS Schedules and W-2 Forms.**

**Parent 2021 Federal Tax Return and/or Business Return**

If your biological parents are not married to each other and your custodial parent has remarried, please submit a copy of your stepparent's 2021 tax return as well.

**Parent 2021 W-2 Form(s)**

If your biological parents are not married to each other and your custodial parent has remarried, please submit a copy of your stepparent's 2021 W2 Form(s) as well.

**2021 Non-Tax Filer Statement**

If your parent did not file a tax return, please check this box. Your parent will be required to submit a 2021 Non-Tax Filer Statement that can be found by visiting [financialaid.uchicago.edu/resources](http://financialaid.uchicago.edu/resources).

**Foreign Income Document**

If your parent files an income document or earns income from a country other than the United States and you are a domestic applicant seeking financial aid, please check this box. Please note that the university requires that your parents provide us with a copy of their original tax or income document and include a line by line translation into English, including all income figures converted into US dollars. In addition to this, please provide the conversion rate that was used as well.

## **Supplemental Financial Aid Documents**

**These documents are NOT required of all financial aid applicants.**

**Only submit these documents upon request.**

**Letter of Special Circumstance**

Available at [financialaid.uchicago.edu/resources](http://financialaid.uchicago.edu/resources).

**Financial Aid Worksheet/CSS Profile corrections**

**Additional Information Request**

*Check only if responding to request by Office of Financial Aid.*

**Student 2021 Federal Income Tax return**

**Amended 2021 Federal Income Tax Return**

**Other Information (please describe):**

If the documentation requested is not shown on this cover sheet, please use this options and include a description. If you have questions, please contact Financial Aid before submission.

**Prospective Student Fax 773-702-0744  
Returning Student Fax 773-834-4300**

**Mailing Address: Office of Financial Aid  
1101 E. 58<sup>th</sup> Street  
Chicago, IL. 60637**