

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your my.fiu.edu account. To view the forms, the java plug-in must be installed on your computer. Click [here](#) to download the plug-in.

*******Follow the instructions below to complete the Proof of Child Support Paid*******

1. Login to my.fiu.edu
2. Click on the link in the "To Do List" titled "Proof of Child Support Paid."

The screenshot shows the my.fiu.edu student portal interface. The 'Academics' section is expanded, showing links for Search, Plan, Enroll, My Academics, My Major Match, Repeat Charge Appeal, and Repeat Eligible Courses. A message states 'You are not enrolled in classes.' The 'Finances' section is also expanded, showing 'My Account' and 'Financial Aid' links. An 'Account Summary' box indicates 'You owe 3,830.00.' with a 'make a payment' button. On the right, the 'To Do List' section is highlighted with a red box and contains several links, including '2010 Parent Tax Return', '2010 Student's Tax Return', and 'Additional Verification info'.

3. A new page will load and display a general description of the required information. Click on **OK** button to continue.

The dialog box is titled 'About this Checklist' and contains the following text:

Proof of Child Support Paid

Proof of Child Support Paid is required to assess the accuracy of information you provided on the FAFSA application.
To complete the required form:

1. Click on OK
2. Complete all sections of the form and click on the submit form button to submit online
OR
3. Print the form and fax to 305-348-0333.

Financial Aid Funds **WILL NOT** be disbursed until the requested information has been received and evaluated.

4. Complete the required form fields.

Proof of Child Support Paid

Cover Sheet

Panther ID:
Student Name:

Child Support PAID

Complete this section if you or your spouse, if married, paid child support in 2011.

Indicate below the name of the person who paid the child support, the name of the person to whom the child support was paid, the names of the children for whom child support was paid, and the total annual amount of child support that was paid in 2011 for each child. If asked by my school, I will provide documentation of the payment of child support.

Name of the Person Who Paid Child Support		Name of Person to Whom Child Support was Paid		Name of Child for Whom Support Was Paid		Amount of Child Support Paid in 2011
First Name	Last Name	First Name	Last Name	First Name	Last Name	

Add Delete

Certification of Child Support Paid by Independent Student:

Student/Spouse: All the information on this form is true and complete to the best of my knowledge. I understand that if I purposefully give false or misleading information, I may be fined, sentenced to jail, or both.

OR

Certification of Child Support Paid by Parent(s) of Dependent Student:

All the information on this form is true and complete to the best of my knowledge. I understand that if I purposefully give false or misleading information, I may be fined, sentenced to jail, or both.

ImageNow Forms 6.5.1.390 Copyright ©1991-2010 Perceptive Software...

Attachments

Clear Form

To submit this form online continue to step 5. If you choose NOT to submit online, skip to Step 9.

5. To add an attachment, click on the **attachments** button.

If you have any questions, please contact the Financial Aid Office by Phone: (305) 348-7272, Fax: (305) 348-0333, LiveChat: <http://finaid.fiu.edu/>
Financial Aid Office, Florida International University, 11200 SW 8th St, PC-125, Miami, Florida 33199

©2010 Perceptive Software, Inc.

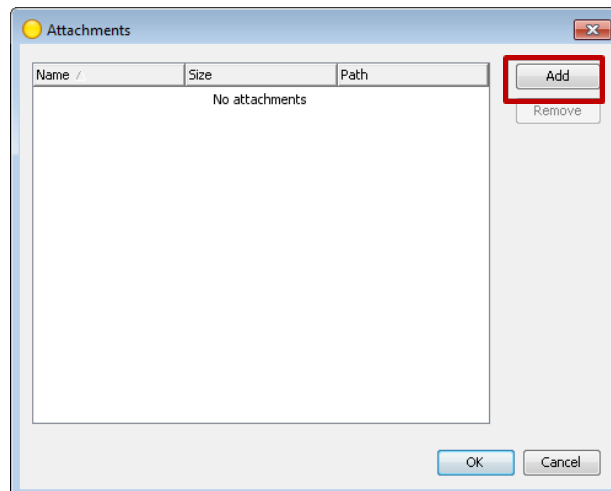
Submit Form

Attachments

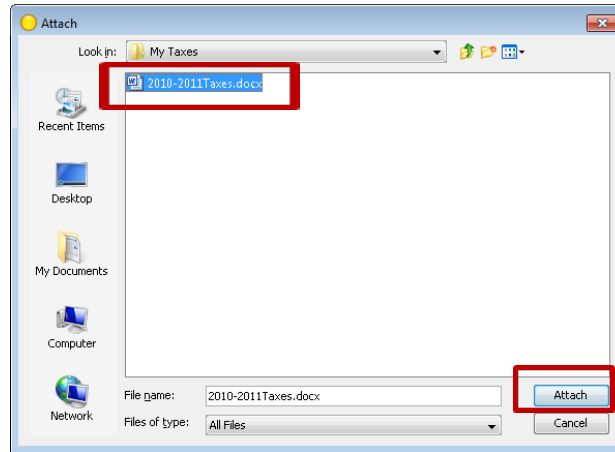
Clear Form

Print Form

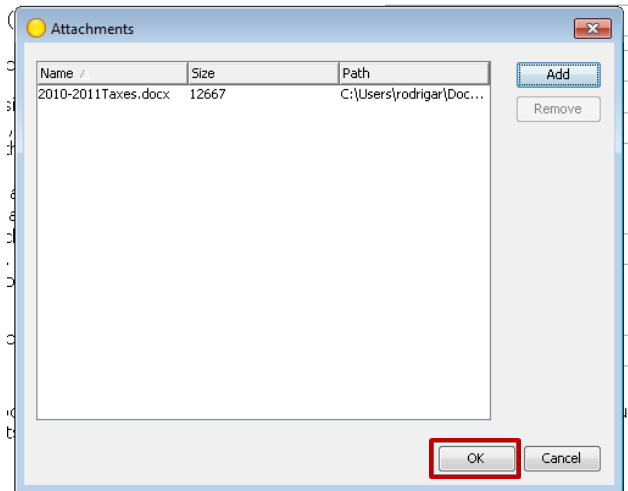
6: A new dialog box will pop up. Click on the **Add** button to add an attachment. **Note:** Attach a copy of your documents in PDF format.



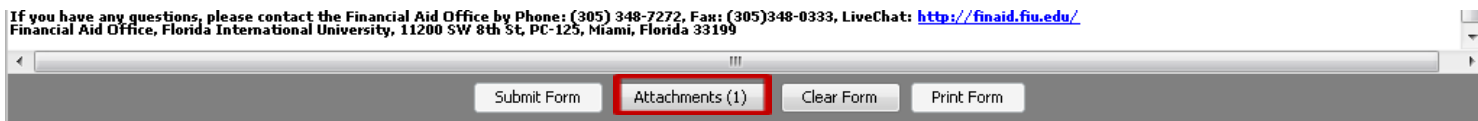
7: Select the file to attach and Click on the **attach** button.



The box will change to display the document you have attached. If you have more than one document to attach, repeat Step 5 to add another attachment. When you are done attaching all documents click on the OK button.



The quantity of documents you have attached will be displayed at the bottom of the form.



8: Once you're done attaching your documents, click on the Submit Form to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received.

9: Click the **Print** button on the form and fax with ALL required and SIGNED documents to **305-348-0333**. **Do not create your own coversheet. The barcode information on the form will be used to identify students.** If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".
