

## **Emancipated Minor/Legal Guardianship Verification**

The Quality Assurance Emancipated Minor/Legal Guardianship Form is used for the Quality Assurance (QA) Program.

The QA Program of the U.S. Department of Education is a verification process to verify accuracy of information you provided on the Free Application for Federal Student Aid (FAFSA) application. To complete the required form, follow the directions on the tutorial listed below.

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

Required Quality Assurance/Verification forms will **ONLY** be available electronically in your [my.fiu.edu](http://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 Emancipated Minor/Legal Guardianship Form\*\*\*\*\***

1. Login to [my.fiu.edu](http://my.fiu.edu)
2. Click on the link in the “To Do List” titled "Emancipated Minor/Legal Guardianship".

The screenshot shows a student portal interface. On the left, there is a table titled "This Week's Schedule" with columns for "Class" and "Schedule". The table lists four classes: MAN 4720-U02 C (15103), MAR 4231-U01 C (15556), MAR 4400-RVC C (15473), and MAR 4733-RVC C (15342). Below the table is a "weekly schedule" link. On the right, there is a sidebar with sections: "Holds" (No Holds), "To Do List" (highlighted with a red box), "Enrollment Dates" (Open Enrollment Dates), and "Registrar Links". A red arrow points from the text "Link" to the "Emancipated Minor/Legal Guard" link in the "To Do List" section. Below the table, there is a message: "You have no outstanding charges at time."

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

### About this Checklist

#### Emancipated Minor/Legal Guardianship Verification

You reported on your FAFSA that you are an emancipated minor or had a legal guardian. You are required to submit court documentation of your emancipation or legal guardianship.

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 in with your required documentation attached to 305-348-0333.

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

4. Select the choice that applies. If you select one of the first two options in the form, continue to step 5. If the third choice applies, skip to step 11.



2013 - 2014 Emancipated Minor/Legal Guardianship Verification Form

Directions:

- 1. Check one option below.
- 2. Attach required documentation (if applicable).
- 3. Click submit form button or print form and fax with required attachments to 305-349-0333.

You reported on your FAFSA that you are an emancipated minor or had a legal guardian. We must have this completed form and any required documentation before we can continue processing your financial aid application.

Student's Name:

Panther ID:

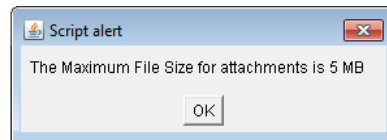
CHECK Below	Requirements
<input type="checkbox"/> Check this box only if: (A) You can provide a copy of a court's decision that as of today, you are an emancipated minor, OR (B) You can provide a copy of a court's decision that you were an emancipated minor immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence at the time the court's decision was issued.	ATTACH a copy of a court's decision of your emancipated minor status.
<input type="checkbox"/> I am or I was in legal guardianship. Check this box only if: (A) You can provide a copy of a court's decision that you are in legal guardianship, OR (B) You can provide a copy of a court's decision that you were in legal guardianship immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence at the time the court's decision was issued.	ATTACH a copy of the Letters of Guardianship, or a copy of the court's Order of Discharge from Guardianship.
<input type="checkbox"/> I made an error on my FAFSA. I am neither an emancipated minor or in legal guardianship.	You MUST correct the information on your FAFSA by providing your parent(s) financial information. Once corrections are made, please follow up with our office to ensure that no additional information is required.

All the information on this form and the attachments are 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.

>\_POS:0,0,-;false,true);

Submit Form Attachments Print

5. A pop message will appear warning that the maximum upload file size is 5MB. Click **OK** to continue.

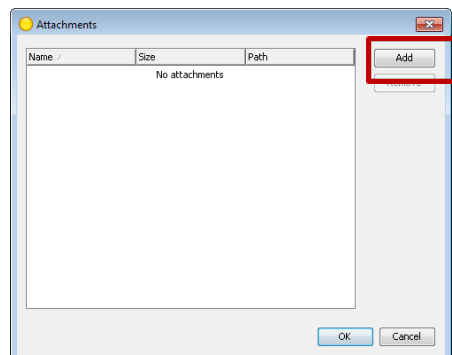


6. To add an attachment, click on the **attachments** button located at the bottom of the form.

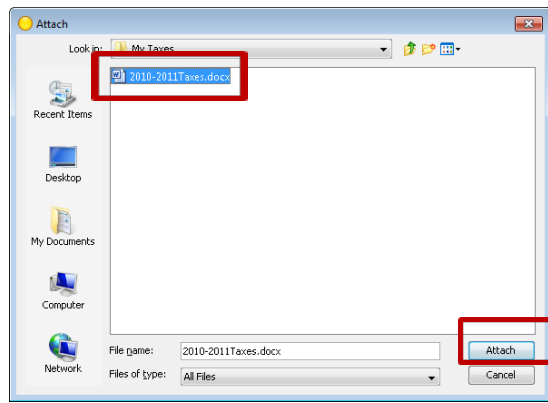


7. A new dialog box will pop up. Click on the **Add** button, to add an attachment.

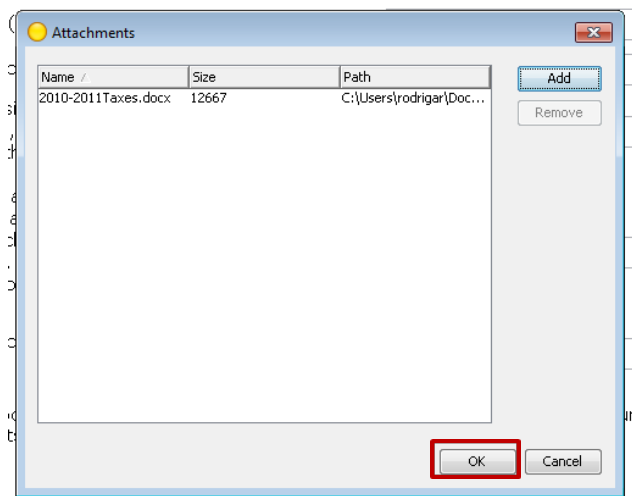
**Note:** Attach a copy of your documents in PDF format.



8. Select the file to attach and Click on the attach button.



9. The box will update and display the document you have attached. If you have more than one document to attach, repeat Step 6 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 (as shown below).



10. Click on the "**Submit Form**" button to complete the form submission. A confirmation email will be sent to your FIU email account confirming your submission has been received. If you are required to submit additional documentation, you will be notified via email.

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

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11. Select the third option.

12. Select the option that indicates all the information on the form is true.

CHECK Below	Requirements
<input type="checkbox"/> <b>I am or I was an emancipated minor.</b> Check this box only if: (A) You can provide a copy of a court's decision that as of today, you are an emancipated minor, OR (B) You can provide a copy of a court's decision that you were an emancipated minor immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence at the time the court's decision was issued.	ATTACH a copy of a court's decision of your emancipated minor status
<input type="checkbox"/> <b>I am or I was in legal guardianship.</b> Check this box only if: (A) You can provide a copy of a court's decision that you are in legal guardianship, OR (B) You can provide a copy of a court's decision that you were in legal guardianship immediately before you reached the age of being an adult in your state. The court must be located in your state of legal residence at the time the court's decision was issued.	ATTACH a copy of the Letters of Guardianship, or a copy of the court's Order of Discharge from Guardianship.
<input type="checkbox"/> <b>I made an error on my FAFSA.</b> I am still a minor and the court decision is no longer in effect.	You MUST correct the information on your FAFSA by providing your parent(s) financial information.
<input type="checkbox"/> <b>I made an error on my FAFSA.</b> The court's decision was not in effect at the time I became an adult.	You MUST correct the information on your FAFSA by providing your parent(s) financial information.

All the information on this form and the attachments are 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

13. Click on the **Submit** button. A confirmation email will be sent to your FIU email account confirming your submission has been received. **You MUST correct the information on your FAFSA by providing your parent(s) financial information.** Once your FAFSA has been corrected, FIU will receive the updated application within 3-5 business days. If you are required to submit additional documentation, you will be notified via your FIU email and your "To Do List".

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