

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 Statement of Separation Request*******

1. Login to my.fiu.edu
2. Click on the link in the "To Do List" titled "Statement of Separation."

The screenshot shows the my.fiu.edu student portal interface. The 'To Do List' section is highlighted with a red box. A red arrow points to the 'Statement of Separation' link within this list. Other sections visible include Academics, Finances (with an account summary showing a balance of 3,830.00), and Personal Information.

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

Important Information

INFO BOX

About this Checklist

Statement of Separation

About this Checklist:

The Statement of Separation Form is required if the student is separated from spouse OR the student's parents are separated.
To complete the required form, follow the directions listed below:

1. Click on OK to complete the required form.
2. Print the form and include ALL required signatures.
3. Fax **SIGNED** form to 305-348-0333.

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

OK Cancel

4. Complete all sections of the form

FIU FLORIDA INTERNATIONAL UNIVERSITY
Financial Aid Office

STATEMENT OF SEPARATION

Student's Name: John H Doe Panther ID: 234567 Aid Year: 2011 - 2012

Directions:

1. Complete this form electronically.
2. Click the link for the "printer friendly version" and then click the print button.
3. Print the form and include ALL required signatures.
4. Submit all **SIGNED** forms to the Financial Aid Office.

This form is to be completed if one of the following applies:

1. The student is separated from spouse.
2. The student's parents are separated.

I, certify that I am separated from my spouse, _____, and have been separated since _____ [MM/DD/YYYY].

Please check the statement below that pertains to your situation:

We are not living at the same residence. I am not receiving any support in any form including monetary support or the use of his/her automobile, apartment or home on a non-paying basis. I further certify that if I commence living with my spouse and/or receive any form of support in the way of monies or free use of his/her automobile, apartment or home, I will notify the Financial Aid Office indicating my change of financial status.

We are not living in the same residence. However, I am receiving support in the form of monetary support and/or the use of his/her automobile, apartment, or home on a non-payment basis. I further certify that if I commence living with my spouse, I will notify the Financial Aid Office indicating my change in financial status. Please estimate the cash/cash value of this support \$ _____/Yearly.

I also certify that if this temporary separation results in legal separation or divorce resulting in court-ordered alimony and/or child support, I will furnish the Financial Aid Office with a copy of this court order.

Student's Signature Date

Parent's Signature * Date
*Parents signature required only when parental information is being provided.

Subscribed and sworn before me this _____ day of _____, 20 _____.

Notary Public My Commission Expires _____

Print Clear Form

5. Click the link for the "printer friendly version"

Please check the statement below that pertains to your situation:

We are not living at the same residence. I am not receiving any support in any form including monetary support or the use of his/her automobile, apartment or home on a non-paying basis. I further certify that if I commence living with my spouse and/or receive any form of support in the way of monies or free use of his/her automobile, apartment or home, I will notify the Financial Aid Office indicating my change of financial status.

We are not living in the same residence. However, I am receiving support in the form of monetary support and/or the use of his/her automobile, apartment, or home on a non-payment basis. I further certify that if I commence living with my spouse, I will notify the Financial Aid Office indicating my change in financial status. Please estimate the cash/cash value of this support \$ _____/Yearly.

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Student's Signature Date

Parent's Signature * Date
*Parents signature required only when parental information is being provided.

Subscribed and sworn before me this _____ day of _____, 20 _____.

Notary Public My Commission Expires _____

Notary Address

* Parent's signature required only when parental information is being provided.

If you have any questions about the Financial Aid Office by phone: (305) 345-7272, fax: (305) 345-2546, LiveChat: <http://liveid.fiu.edu> or write to Financial Aid Office, Florida International University, 11300 SW 57th St, PO Box 17000, Miami, Florida 33199

[Click here for printer friendly version](#)

Print Clear Form

6: 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".

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