University of Illinois Springfield – Office of Financial Assistance
One University Plaza, MS UHB 1015 -- Springfield, Illinois 62703-5407 -- Phone: (217) 206-6724
https://www.uis.edu/cost-aid/financial-aid

2022-2023 Request for Additional Information

For Priority Processing Submit Form within 15 business days

Section A – Student Information (Please print clearly)

Last Name First Name M.I. Email

Street Address City State Zip Code

What you should do:

1. Complete this entire worksheet. You must answer all the questions and this form must be SIGNED.
2. Submit an 8 ½ x 11 legible copy of documentation requested.
3. Please upload this form and supporting documentation to Enterprise Self-Service Student Requirements under the Financial Aid tab.
4. Please make sure to include your UIN on all documents.

The Office of Financial Assistance (OFA) has received the documentation you submitted, however additional information is required. Please attach the documentation that had been requested in your notification email to this form and submit to our office as soon as possible.

Section B – Request for Additional Documentation

☐ Check here if you have attached the documentation as requested in your notification email.

☐ Check here if you and/or parents have now completed the FAFSA IRS Data Retrieval process as per the email notification sent to you from the OFA.

☐ Check here if you have attached documentation of an IRS rollover.

Section C – Student Signature

I certify that the information provided on this form and any attachments are true and correct.

Student Signature **Date**

IMPORTANT: Upload this original form to the Office of Financial Assistance. All documentation submitted with this form must:

1. **Have legible copies made on 8 ½ x 11 paper.**
2. **Have UIN clearly printed in upper right hand corner.**
3. **Have all appropriate signatures.**

ENTER YOUR 9-DIGIT **UIN** :

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