

# 2024-2025

## UNUSUAL CIRCUMSTANCES FORM

Office of Student Financial Aid  
San Francisco State University  
1600 Holloway Ave  
San Francisco, CA 94132-4011  
<http://financialaid.sfsu.edu>



We received your Financial Aid Application ([FAFSA](#) or [CADAA](#)). We are currently reviewing your application for eligibility. However, we need additional information and/or documentation in order to complete our review.

**Do NOT fax or email. Please fill it out completely and make a copy for your records before submitting.**

Student Information		
Last Name:	First Name:	Student ID:

Information to Review
You answered <b>YES</b> to this question on the <i>Student Unusual Circumstances</i> section of your FAFSA or CADAA stating: <b>“Do unusual circumstances prevent the student from contacting their parents or would contacting their parents pose a risk to the student?”</b>
If this is <b>correct</b> , you must select the circumstance that applies to your situation as listed down below and provide the proper documentation to confirm that this is indeed accurate and true.

Eligible Criteria
<b>Please check the applicable box below based on what applies to your situation and provide the supporting documentation:</b>
<input type="checkbox"/> I left home due to an abusive or threatening environment
<input type="checkbox"/> I was abandoned by or estranged from parent(s)
<input type="checkbox"/> I have refugee or asylee status and are separated from parent(s), or parent(s) are displaced in a foreign country
<input type="checkbox"/> I am a victim of human trafficking
<input type="checkbox"/> I was incarcerated; Or my parent(s) are incarcerated and contact with them pose a risk to my situation
<input type="checkbox"/> I am unable to locate my parent(s) due to the circumstances of my situation
<input type="checkbox"/> <b>OTHER:</b> Please detail your circumstance of why you are unable to provide your parent(s) information in your personal statement and submit one of the required documentation as listed below.
<input type="checkbox"/> <b>NONE</b> of these situations apply to me and I understand that I <b>MUST</b> make corrections to my <a href="#">FAFSA</a> or <a href="#">CADAA</a> and include my parent(s) information in order to be considered for financial aid.

Required Documentation
<b>Based on the criteria you selected, you must provide additional supporting documentation. Please review the following options, select which method(s) you are using, and include the proper documentation with this form:</b>
<input type="checkbox"/> <b>Legal documentation</b> – Examples include: Police reports, court reports, documentation from a social services agency, or a copy of a death certificate
<input type="checkbox"/> <b>Statements from at least TWO third-party adult professionals</b> – Examples include: Social workers, mental or medical health professionals, church or religious members, school guidance counselors, coaches, or teachers.
<b>IMPORTANT NOTE:</b> Letters must have an <b>OFFICIAL LETTERHEAD</b> and should explain the situation in detail regarding your parent(s). Each letter must include: Individual’s name, title/position, address, phone number, e-mail address, signature, and date.

- Statement from at least one objective party** – Adult relative or neighbor, parent of a friend, employer, or supervisor.

**IMPORTANT NOTE:** The letters should be from people who have **firsthand knowledge** of your situation and are able to **confirm** the circumstances you described in your statement regarding with your parent(s). If you were raised by a family member or another person who is not your parent, a signed statement may be provided from that person. Each letter must include: Individual's name, title/position, address, phone number, e-mail address, signature, and date.

## Personal Statement

Please explain in detail the nature of your unusual circumstances. If you need more than the space provided in this box, please feel free to include additional paperwork with this statement.

## Certification & Signature

I certify that all of the information reported on this worksheet is complete & correct.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date