

UNIVERSITY OF ILLINOIS CHICAGO – Office of Student Financial Aid and Scholarships

UIC Portal: <https://my.UIC.edu> -- Email: money@uic.edu -- Phone: (312) 996-3126



2025-2026 Health Professions Verification Worksheet Instructions

Failure to submit all documents together may result in a processing delay or less financial aid.

- (1) Complete the Verification Worksheet
- (2) Submit 2023 Tax Information for Tax Filer parents
- (3) Submit 2023 W-2 forms/1099 forms for Non-Tax Filer parents, if applicable
- (4) Include your University ID Number (UIN) on every page submitted

Complete the VERIFICATION WORKSHEET

- SIGN the form with handwritten signatures (no electronic signatures)
- Answer **ALL** questions

2023 TAX FILERS

Parents

FIRST TWO PAGES OF 2023
SIGNED IRS FEDERAL TAX RETURN

2023 NON-TAX FILERS

Parents

2023 W-2 AND 1099 FORMS IF
INCOME WAS EARNED IN 2023

2023 UNUSUAL TAX FILING SITUATIONS

Parents who fall into one of the IRS Tax categories below must submit the listed information.

AMENDED TAX FILERS:

- Copy of first two pages of the signed 2023 IRS Federal Tax Return
- Signed copy of the 2023 IRS Form 1040X, "Amended U.S. Individual Income Tax Return," that was filed with the IRS

NON-IRS TAX RETURNS: (Individuals who filed a tax return in a foreign country, Puerto Rico, or U.S. Territory)

- Copy of the filed 2023 foreign tax return with the Earnings, AGI, and Taxes Paid translated and converted to U.S. dollars
- 2023 Wage Statements

IRS IDENTITY THEFT VICTIMS:

- Tax Return Database View (TRDBV) transcript for 2023
- Signed and dated statement indicating the individuals were victims and the IRS is aware of their tax related identity theft

2025-2026 Health Professions Verification Worksheet

Section C – Parent Income Information

Each parent listed on the FAFSA and in the Household Information section must provide official 2023 federal tax information.

- (1) Submit a copy of the **first two pages** of the signed IRS Federal Tax Return sent to the IRS **OR**
- (2) Those who did not file a 2023 IRS Federal Tax Return must mark the correct box below and submit copies of all W-2/1099 forms if required.

Please check the appropriate box and submit the requested documents. ONLY **one** box should be checked on this page.

2023 TAX FILERS

I have attached a copy of the **first two pages** of my signed 2023 IRS Federal Tax Return.

2023 TAX FILERS with special circumstances

I filed a 2023 amended tax return and have submitted (1) a signed 1040X **AND** (2) a copy of the first two pages of my signed 2023 IRS Federal Tax Return.

I filed a foreign tax return and have submitted that return with the Earnings, AGI, and Taxes Paid translated to US dollars, along with wage statements.

I am a victim of tax-related identity theft and have notified the IRS. Attached is the Tax Return Database View Transcript for 2023 and a signed, dated statement indicating the IRS is aware of the identity theft.

2023 NON-TAX FILERS

I was employed and had 2023 income but was not required to file a 2023 IRS Federal Tax Return. All income sources/amounts are listed below.

****I **have attached**:

(1) Copies of all 2023 W-2 forms/1099 Misc. forms

Individual's Name	Name of Employer	Amount of 2023 Income

I was not employed, did not have income, and was not required to file a 2023 IRS Federal Tax Return.

Section D – Student and Parent Signatures

By signing this worksheet, I/we certify that all the information reported on this worksheet is correct to the best of our knowledge. If Student Financial Aid and Scholarships notices a discrepancy, I/we understand corrections to my FAFSA will be submitted directly to the U.S. Department of Education. Additionally, I/we understand that any such corrections may also warrant an adjustment to any financial aid for the 2025-2026 academic year.

Student's Signature Date Parent's Signature Date

****NOTE: Signatures cannot be typed or stamped. They must be a signature.****

ENTER YOUR UIN →

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2025-2026 Health Professions Verification Worksheet

Section E – Submission Instructions

What you should do:

1. Complete this entire worksheet. Answer all questions and SIGN the form.
2. Submit ALL documents at the same time.
3. Upload this form and all required documents on the UIC Portal.
 - a. Login to the UIC Portal at <https://my.UIC.edu>
 - b. Click on the “Student” tab
 - c. Click on “Financial Aid Menu”
 - d. You should then be on the Financial Aid “Home” tab
 - e. Choose the 2025-2026 Award Year
 - f. Under Unsatisfied Requirements, click “Choose File” (If the requirement is not listed, contact your Financial Aid Counselor at <https://financialaid.uic.edu/faq/contact-us/> to have the requirement added)

For additional upload instructions, please visit https://docs.financialaid.uic.edu/docs/PDF_upload_guide.pdf.

ENTER YOUR UIN →

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