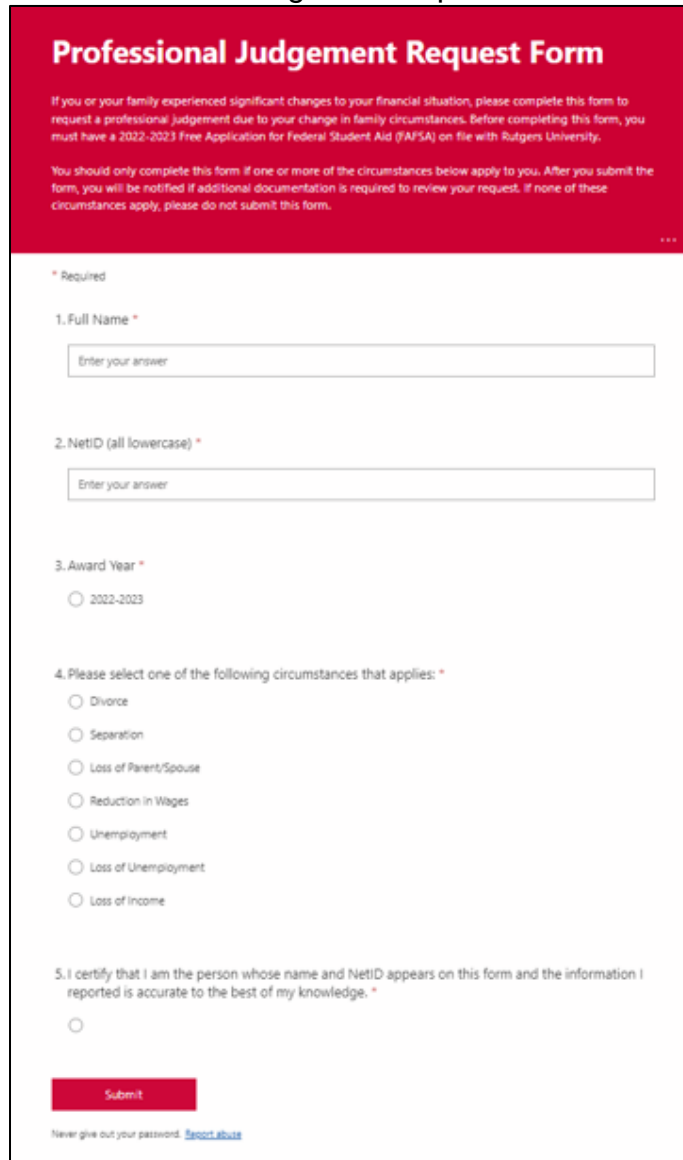


Professional Judgment

Some students and families experience issues that may impact their ability to contribute to educational expenses. In these situations, submitting a Professional Judgment Request Form will allow the Office of Financial Aid to address those issues and decide if a change in eligibility is warranted. Students who have not yet accepted their admission offer will not be considered for a Professional Judgment until after they have notified Rutgers of their intention to enroll.

All students must have a 2022-2023 Free Application for Federal Student Aid (FAFSA) or NJ Alternative App on file with the University prior to completing the Professional Judgment Request Form. For additional information about Professional Judgments, please visit [Scarlet Hub](#).

1. Fill out and submit the Professional Judgment Request Form.



Professional Judgment Request Form

If you or your family experienced significant changes to your financial situation, please complete this form to request a professional judgement due to your change in family circumstances. Before completing this form, you must have a 2022-2023 Free Application for Federal Student Aid (FAFSA) on file with Rutgers University.

You should only complete this form if one or more of the circumstances below apply to you. After you submit the form, you will be notified if additional documentation is required to review your request. If none of these circumstances apply, please do not submit this form.

* Required

1. Full Name *

2. NetID (all lowercase) *

3. Award Year *

2022-2023

4. Please select one of the following circumstances that applies: *

Divorce

Separation

Loss of Parent/Spouse

Reduction in Wages

Unemployment

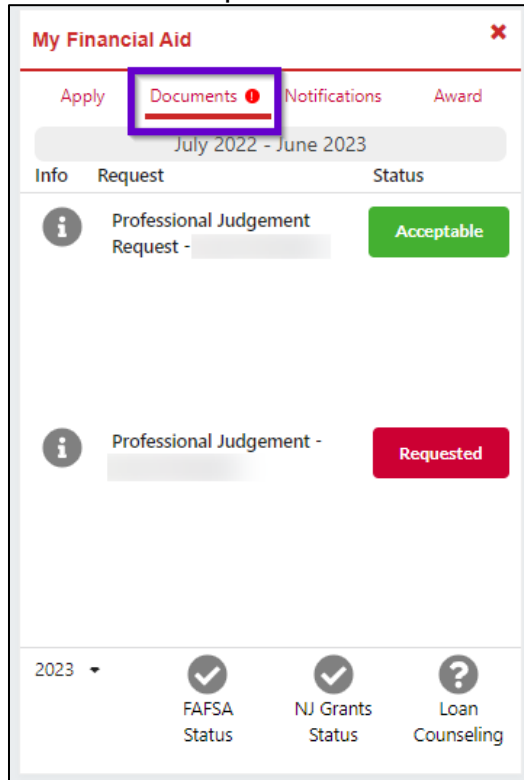
Loss of Unemployment

Loss of Income

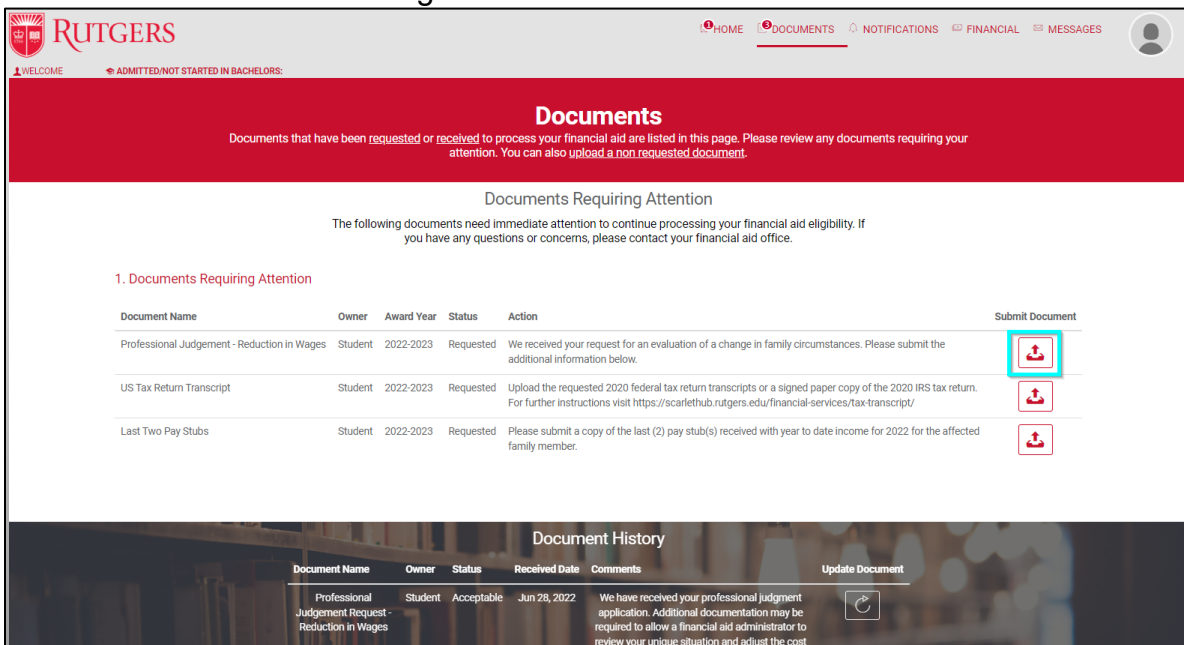
5. I certify that I am the person whose name and NetID appears on this form and the information I reported is accurate to the best of my knowledge. *

Never give out your password. [Report Abuse](#)

2. Within 24 hours, visit your myRutgers portal and check the financial aid widget for additional required documentation.
 - a. Click the *Documents* tab and then click “requested” on one of the documents listed to enter the financial aid portal.



3. Once in the financial aid portal, click on the *Documents* tab, and click the *Submit Document* button on the “Professional Judgment” document.



- The “Professional Judgment” document is a statement you will write to detail the reasons behind your change in family circumstances that require a Professional Judgment. Fill in the metadata and provide a detailed explanation of your change in family circumstances. Once all information has been filled in, the *Submit* button will unghost and you can submit the document.

Upload Documents
Upload a Requested Document

We received your request for an evaluation of a change in family circumstances. Please submit the additional information below.

Document Name	Owner(s)	Award Year	Status
Professional Judgement - Loss of Income	Student	2022-2023	Requested

Enter Document Data

Name of person who lost the benefit *

Type of Benefit lost (child support, alimony, disability, worker's compensation, social security benefits) *

Date of Benefit Loss *

Total Amount Received year to date in 2022 *

Please provide a brief explanation of your change in circumstances *

Enter Additional Comments (Max 255 characters)

SUBMIT

- After submitting the “Professional Judgment” document, upload the supporting documents by clicking *Submit Document* next to each of the document requests. All documents should be in JPEG, PDF, or PNG format.

HOME DOCUMENTS NOTIFICATIONS FINANCIAL MESSAGES

Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action
Divorce Decree	Parent1	Life-time Document	Requested	You must provide a copy of your divorce decree 📄

Document History

Document Name	Owner	Status	Received Date	Comments	Update Document
Professional Judgement - Loss of Income	Student	Received	Jun 13, 2022	We received your request for an evaluation of a change in family circumstances. Please submit the additional information below.	🔄

Upload Documents

Upload a Requested Document

You must provide a copy of your divorce decree

Document Name	Owner(s)	Award Year	Status	File
Divorce Decree	Parent1	Life-time Document	Requested	<input type="button" value="CHOOSE A FILE"/>

Enter Additional Comments (Max 255 characters)

6. The document owner may say “student”, but if the Professional Judgment relates directly to your parents’ or guardians’ information, submit their supporting documents.
 - a. For example, if your Professional Judgment is a Professional Judgment – Unemployment, specifically your parents’/guardians’ unemployment, submit their unemployment documents. Parents & guardians can also submit these documents by using their Community ID.






Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

Documents Requiring Attention

The following documents need immediate attention to continue processing your financial aid eligibility. If you have any questions or concerns, please contact your financial aid office.

1. Documents Requiring Attention

Document Name	Owner	Award Year	Status	Action	Submit Document
Professional Judgement - Unemployment	Student	2022-2023	Requested	We received your request for an evaluation of a change in family circumstances. Please submit the additional information below.	
US Tax Return Transcript	Student	2022-2023	Requested	Upload the requested 2020 federal tax return transcripts or a signed paper copy of the 2020 IRS tax return. For further instructions visit https://scarlethub.rutgers.edu/financial-services/tax-transcript/	
Severance Pay Documents	Student	2022-2023	Requested	Please submit documentation of any severance pay received.	
Last Two Pay Stubs	Student	2022-2023	Requested	Please submit a copy of the last (2) pay stub(s) received with year to date income for 2022 for the affected family member.	
Unemployment Benefits Determination Letter	Student	2022-2023	Requested	Please submit a copy of your unemployment benefits determination letter.	






7. All submitted documents will appear in the *Documents History* section.

Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

There are no pending document requests at this time.

Document History

Document Name	Owner	Status	Received Date	Comments	Update Document
Professional Judgement - Loss of Income	Student	Received	Jun 13, 2022	We received your request for an evaluation of a change in family circumstances. Please submit the additional information below.	
Parent Marital Status Letter	Parent1	Received	Jun 13, 2022	There is a conflict between your tax filing status and your marital status. Please explain your current marital status and your filing status.	
Divorce Decree	Parent1	Received	Jun 13, 2022	You must provide a copy of your divorce decree	
Professional Judgement - Loss of Income	Student	Acceptable	Jun 10, 2022	We have received your professional judgment application. Additional documentation may be required to allow a financial aid administrator to review your unique situation and adjust the cost of attendance or data in the FAFSA used to calculate your EFC.	
Divorce Decree	Parent1	Received		You must provide a copy of your divorce decree	

Note: If there are any documents requested that you or your parents/guardians do not have, such as a severance pay document for unemployment, please communicate that to your [regional One Stop Student Services Center](#).

8. After submitting all documents to the financial aid portal, a Financial Aid administrator will review your documents. Please allow 4-6 weeks for them to review your file during peak processing time (July and August). You will be notified via email the results of your application.