

Required Documentation

Please provide legible copies of all documents. NJIT reserves the right to request any additional documentation as necessary. Incomplete submissions will delay the processing.

A. UNEMPLOYMENT	B. DISABILITY
<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance and whether the unemployed person has returned to work. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Last pay stub for 2022 or 2023 showing year to date earnings. Most recent pay stub for current employer, if applicable. Unemployment benefits determination letter that shows weekly amount of gross and net unemployment benefits OR denial of unemployment benefits with explanation. Termination letter on company's letterhead. Documentation of severance pay. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023. 	<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance, type/date of disability and whether the disabled person has returned to work. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Letter from the employer (on company letterhead) stating the last date of employment. Last pay stub for 2022 or 2023 showing year to date earnings. Copy of disability/worker's compensation benefits documents showing date of claim and amount of benefits. Social Security documentation indicating start date and monthly benefit amount. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023.
C. RETIREMENT	D. DEATH OF PARENT OR SPOUSE
<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Last pay stub for 2022 or 2023 showing year to date earnings. Pension documentation indicating start date and monthly benefit amount. Social Security documentation indicating start date and monthly benefit amount. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023. 	<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Last pay stub for 2022 or 2023 showing year to date earnings. Death certificate. Social Security documentation indicating start date and monthly benefit amount. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023 (e.g. life insurance).
E. DIVORCE/SEPARATION	F. LOSS OF UNTAXED INCOME OR UNEMPLOYMENT BENEFITS
<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance from both parties. Must also list the addresses where each resides. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). If Divorced: Divorce decree If Separated: Copy of separation agreement if available and Proof of separate residences (utility bill; gas, water, electric, driver's license, official lease, mortgage statement etc.). Cell phone bills and bank statements are not acceptable. Proof of monthly amount of child support and alimony received. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023. 	<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance, reason and date of termination and amount received in 2022 and/or 2023. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Benefits cancellation letter from an agency or court indicating date of termination and reason. Documentation showing total amounts of benefits received for the current year Documentation showing total amounts of benefits received in the prior year Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023.
G. LOSS OF FULL-TIME WORK	H. UNREIMBURSED & PAID MEDICAL/DENTAL EXPENSES
<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance and whether the person has returned to full-time work. 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Last two (2) pay stubs showing year to date earnings Unemployment benefits determination letter that shows weekly amount of gross and net unemployment benefits OR denial of unemployment benefits with explanation. Letter on company's letterhead indicating loss of full-time work. Documentation of any other received or expected taxed/untaxed income for 2022 and/or 2023. 	<ul style="list-style-type: none"> Signed and dated statement explaining the circumstance. This must include a detailed breakdown of all unreimbursed & paid medical/dental expenses, date of occurrence and amounts covered by insurance. Who incurred expenses and for whom? 2021 & 2022 Federal Tax Returns, all schedules, W-2s and 1099s (and 2023 Federal Tax Returns, W-2s and 1099s after 02/15/24). Schedule A (from 2021 and/or 2022 Federal Tax Return). Explanation of Benefits Statements from insurance for each expense. Supporting documentation of out-of-pocket medical expenses with proofs of payments by the family.