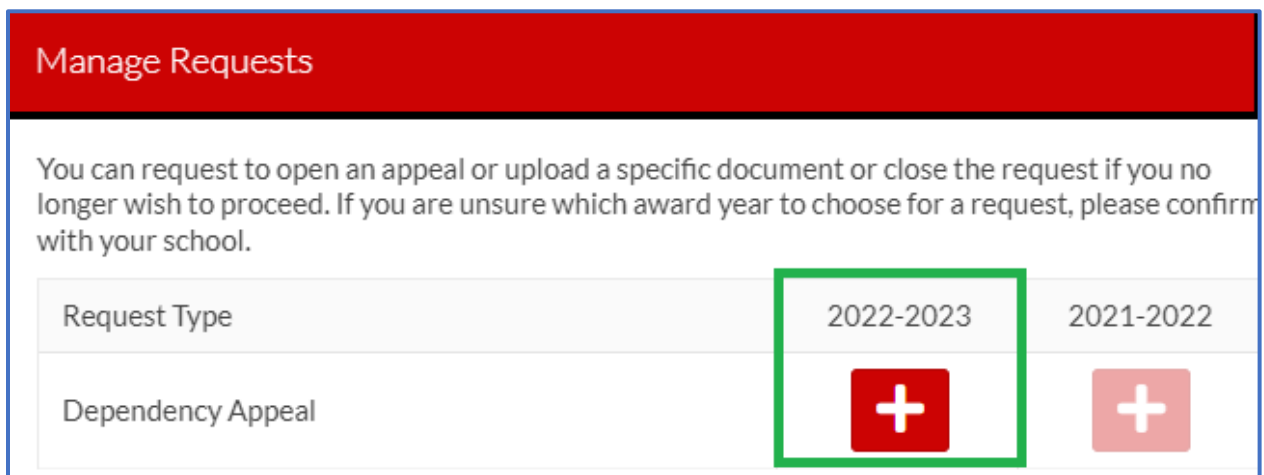# How to Submit a Dependency Override Appeal (Student Instructions)

A student who wants to submit a Dependency Override appeal must first contact the Student Financial Aid Services at 973-596-3479 or finaid@njit.edu and speak with an advisor. The advisor will open a tracking requirement that would allow the student to submit a dependency override appeal on the document portal.
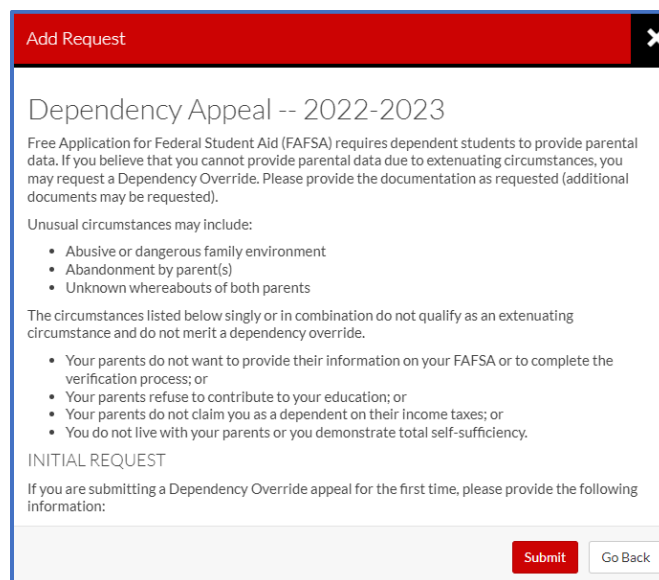
- **Students will log into the document portal and click on Manage Requests.**

- **Click on + for 2022-2023 or the relevant aid year.**

- **Submit the appeal after carefully providing the details of your circumstances.**

- **Click on open Dependency Appeal under Needs Action.**

- **Click on PJ Dependency Override Appeal and fill out the web appeal form.**

- **Upload supporting documents and Submit.**