

Admissions Information Checklist

Please refer to the **Future Students** and **Current Students** tabs at www.utm.edu.

- Enroll:** Complete/submit application form to UT Martin. (Online or at your local center)
- Previous school:** Have official transcripts mailed to UT Martin. Include high school, GED testing information, and any other colleges or military schools you have attended.
- Financial Aid:** Complete all FAFSA Steps. The UT Martin School Code is 003531. Remember to write down your FSA ID name and password to use again next year. Please link your IRS account to your FAFSA.
- Application Acceptance:** You will be notified by email and/or letter when you are accepted. Please make note of your Student ID 960 number. Contact your local Outreach Center for next steps.
- Financial Aid Award:** You will be notified by email and/or letter about your financial aid benefits. This information is based on your FAFSA.
- Access your STUDENT and FINANCIAL AID accounts** through Banner Self-Serve, located in your MY UTMARTIN portal, at the top right-hand corner of the UT Martin homepage.
- Student Health:** All students are required to comply with the immunization requirements prior to registration. Click on "Get Immunized or Get Dropped" box located at www.utm.edu/studenthealth/immunization.
- Hold Information:** Students must see their advisor each semester to plan a course of study and register. All advisor holds (AH) must be removed before the student can register. Other holds include Financial Aid, Address Verification, etc.
- Meet your Advisor:** Contact your faculty advisor or your academic department to schedule an advisor and registration appointment. For new students, your local center director can help facilitate this. You will need your student ID and password to log into your MY UTMARTIN portal to register for classes (you can order books from Amazon, the UTM Bookstore, and Bradley Bookstore).
- PAY FEES:** Fees are due no later than 5:00 on the first day of classes. You must pay in full or set up a payment plan for the balance remaining after financial aid applies. To avoid a \$50 late charge and the hassle of having to re-register, be sure you meet this deadline!

Outreach Centers

The University of Tennessee at Martin, Jackson

2046 North Parkway
Jackson, TN 38301
(731) 425-9277

The University of Tennessee at Martin, Selmer

1269 Tennessee Ave.
Selmer, TN 38375
(731) 646-1636

The University of Tennessee at Martin, Parsons

975 Tennessee Avenue North
Parsons, TN 38363
(731) 847-3880

The University of Tennessee at Martin, Somerville

214 Lakeview Road
Somerville, TN 38068
(901) 465-7313

The University of Tennessee at Martin, Ripley

315 South Washington Street
Ripley, Tennessee 38063
(731) 221-8778

The University of Tennessee at Martin

103 Hall-Moody Administration Building
Martin, TN 38238

UT Martin main campus: 1-731-881-7000 or 1-800-829-8861

This number is the main switchboard; ask for the department you need: Veteran Affairs, Business Affairs, Registrar, Financial Aid, Tech Help Desk, etc.