

Information on Applying for Financial Aid

New students must complete the following steps to apply for financial aid. Failure to complete all the steps will delay your receiving financial aid.

Step 1

Create your FSA ID (Federal Student Aid ID, consisting of a username and password). Your FSA ID must be used to log in to certain U.S. Department of Education websites. It confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, go to fafsa.ed.gov, click on the FSA ID link and follow instructions to create your FSA ID.

Step 2

As soon as you can after October 1 complete the Free Application for Federal Student Aid (FAFSA) form for the next academic school year. You will need information from your federal tax return and W-2 forms from two years prior to the start of the academic school year. On the FAFSA website, click on “Start a New FAFSA” or, if you are returning, click on “Login.” Dependent students will need to put in parent information as well as their own. For assistance, please call the FAFSA hotline at 800-433-3243. UT Martin’s school code is: 003531 *If you are interested in being a work study student, please check you are interested in work study on your FAFSA.

What happens next?

If the Office of Financial Aid and Scholarships requires more information to process your FAFSA, you will be notified. If you do need to provide more information, you will receive a request by mail (first-time students) or email (returning students). About a third of all FAFSAs are randomly selected for us to verify the information used to file the FAFSA. To prevent a delay in your financial aid awards, get that information to us right away.

Receive Award Letter: Awards are made by the Office of Financial Aid and Scholarships after all requirements are satisfied and the FAFSA is official. First-time students will receive estimated award notifications via U.S. Mail late fall or early winter, allowing you plenty of time to plan for the next school year. Returning students will receive their award notifications via their UTM email account after grades are posted in May.

Accept your Award: Log into your MY UTMARTIN portal and click on UTM Banner Self Service at the top of the page. Select ‘Financial Aid’, select ‘Award’, select ‘Accept Award by Aid Year’, select ‘Accept Award Offer’, and scroll down to accept or decline your award.

First-time Borrowers for Loans:

Accept ONLY the amount you need when accepting your awards. You are required to complete a loan agreement (MPN) and online Entrance Loan Counseling before we can disburse your loans to your account. You may complete these requirements at studentloans.gov. The MPN is good for 10 years and the Entrance Loan Counseling has no expiration. Students must take a minimum of 6 credit hours to be eligible to receive loans. For assistance, call Federal Student Aid Information Center at 1-800-4FEDAID (1800-433-3243).

Satisfactory Academic Progress Policy (SAP): Students receiving federal financial aid must meet standards in 3 areas:

1. Degree completion rate
2. Cumulative grade point average
3. Maximum time frame

[Read the Policy](#) | [Satisfactory Academic Progress Policy \(SAP\)](#)

[Printable version](#) | [Download the PDF](#)

Notes: Other awards have specific requirements associated with them. Be sure to read carefully when accepting. Periodically check on the status of any outstanding requirements. READ! There are many avoidable errors made when applying and accepting Financial Aid due to not reading. If, after reading, you are still not clear on a question, take the time to call your school or the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). A few extra minutes could save you weeks of delays!