

## 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](https://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](https://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!

# Admissions Information Checklist

Please refer to the **Future Students** and **Current Students** tabs at [www.utm.edu](http://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](http://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.

# Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Degree Program: \_\_\_\_\_

High School Attended: \_\_\_\_\_

College(s) Attended: \_\_\_\_\_

\_\_\_\_\_

How many credit hours have you earned? \_\_\_\_\_

Why are you interested in attending UT Martin?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you interested in being a Work Study/Distance Learning Technician (circle one)? Yes or No



# Student Information

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Classes needed this semester:

Term/Year \_\_\_\_\_

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Classes needed next semester:

Term/Year \_\_\_\_\_

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