

## ***Transfer Student Financial Aid Checklist***

Web site: <http://www.mtsu.edu/financialaid>  
Phone: (615)898-2830  
Cope Administration Bldg. Room 218

*Admitted to MTSU in a degree-seeking program.*

- To receive Federal student aid** (Pell Grant, Stafford Loans, etc...) MTSU's school code of **003510** must be listed on your current year's FAFSA application. You may need to make a correction to your existing FAFSA to add MTSU's school code. Go to [www.fafsa.gov](http://www.fafsa.gov) to make the correction.  
**Priority deadlines:** Fall semester-March 1 or Spring semester-October 15.
  
- To receive State aid** (Tennessee Student Assistance Award or Tennessee Lottery Scholarship), MTSU should be listed as the 1<sup>st</sup> school on your current FAFSA application. If MTSU is listed on the FAFSA but not at the 1<sup>st</sup> school, you may submit a **TSAC Change of Institution Request Form**. Go to [www.mtsu.edu/financialaid/forms\\_finaid.php](http://www.mtsu.edu/financialaid/forms_finaid.php) to print the form.  
If MTSU is not listed on your FAFSA, you will need to make a correction to your existing FAFSA to add MTSU's school code of **003510** as the 1<sup>st</sup> school. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to make the correction. The Tennessee Lottery Scholarship cannot be awarded until all transfer transcripts are received and evaluated.
  
- Login to PipelineMT to check your e-mail** to see if the Financial Aid Office has sent you any notices. The Financial Aid Office sends notices to request additional information and to inform students of available aid. **The majority of your information for Financial Aid will come to you by email.**
  
- You can view all requirements the Financial Aid Office needs and view your award package in PipelineMT: Click on **RaiderNet**
  - To view requirements:**  
Click on the **Financial Aid Tab**  
Click on **Eligibility**  
Click on **Student Requirements**  
Select the correct **Aid Year** then click **Submit**
  - To view your award package:**  
Click on the **Financial Aid Tab**  
Click on **Award**  
Click on **Award by Aid Year**  
Select the correct **aid year**, then click **Submit**  
Click on **Terms and Conditions. Read and Accept**  
Click on **Accept Award Offer Tab** (follow directions)
  
- After you are registered** for your classes and the Business Office is accepting payment for the term, **verify that your financial aid is showing on your student account as memo aid.**
  
- Confirm that you plan to attend** on the Student Account page on RaiderNet. **If you do not make a payment or click on the confirmation line and get a confirmation number, your class schedule will be deleted.** Also, if you are expecting a financial aid refund, you will need to set up a direct deposit on RaiderNet (under the Student tab).

**Very Important:** *Transfer students are generally placed on Financial Aid warning until transcripts are reviewed by the Admissions and Financial Aid Offices.* While on Financial Aid Warning, you are eligible to receive financial aid for the current semester. If you do not have a cumulative passing rate of at least 67% (all attempted hours divided by all earned hours) by the end of the current semester, you will be suspended from financial aid. To view the satisfactory academic progress policy, go to [http://www.mtsu.edu/financialaid/sap\\_finaid.php](http://www.mtsu.edu/financialaid/sap_finaid.php).