Transfer Notification Form
Tennessee Education Lottery Scholarship (TELS)

Name: ___________________________ MTSU ID #: M__________

When Are You Transferring to MTSU? □ Fall 20__ □ Spring 20__ □ Summer 20__

Email Address: _______@mtmail.mtsu.edu Phone: (___) ____ - ______ __________

Please Note: If we need to contact you about your scholarship request or other matters, we will generally do so via your MTSU email address. Please be sure to check your MTSU email account on a regular basis throughout the year!

Students currently receiving a lottery scholarship and expecting to transfer to MTSU may be eligible to receive the award at MTSU; students transferring from an out-of-state institution may qualify if they were initially eligible at the time of high school graduation. Initial and continuing eligibility must be verified before the award can be applied.

Please note: You should generally allow 6 weeks for your lottery scholarship to be available, from the end of the final term at your current school to the start of your first term at MTSU. The time required for your current school to issue a transcript, the MTSU Admissions Office to review and process the transcript, and the MTSU Scholarship Office to review your eligibility is typically at least 6 weeks. If your enrollment at your current school will end less than 6 weeks before your first semester at MTSU begins, you should expect to receive the lottery scholarship after the start of your first semester and should therefore make other arrangements to pay the balance on your account (if any).

Transfer Checklist
If you believe you may be eligible for a lottery scholarship, you must complete the following steps:

☐ Inform your current school’s Financial Aid Office of your plan to transfer, and request that your lottery scholarship for the applicable semester(s) be cancelled (if applicable).

☐ If you did not list MTSU as the first school on your current-year FAFSA when you initially filed the FAFSA, inform* the Tennessee Student Assistance Corporation (TSAC) of your plans to transfer.

☐ Submit all required admission documents to the MTSU Admissions Office, including official high school transcripts and ACT/SAT scores. We are required to verify initial eligibility even if you have already received the scholarship at another school.

☐ Submit an official full transcript (through your final semester at your prior school) to MTSU’s Admissions Office.

☐ When you see all of your transfer hours showing on your MTSU transcript in RaiderNet, complete and submit this form to request that your eligibility status be reviewed. (Do not submit this form until your full transfer transcript is showing, since we cannot begin our review until then. Forms received before the full transcript is available on RaiderNet will be denied.)

*Visit www.mtsu.edu/financial-aid/scholarships/tels.php#transfer for more information, including instructions on how to notify TSAC of your transfer and how to contact an MTSU lottery staff member if you have questions about your status.

School History
Please provide information about all prior schools you have attended (including vocational schools and schools at which you didn’t receive a lottery scholarship), starting with the most recent.

- If you previously appealed and were approved (due to not meeting enrollment requirements because of extenuating circumstances), attach a copy of the approval notification to this form, and make a note in the Notes section for the applicable school.
- Please add a note if you used your Repeat and/or Regain Option at a prior school.

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<th>Prior School</th>
<th>What semesters did you attend?</th>
<th>Received TELS?</th>
<th>Notes</th>
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Student Signature: ______________________ Date: ____________

For Scholarship Office Use: □ Processed □ Not Processed: ____________ Initials ______ Date ________

Notes: __________________________________________________________

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