



To submit the completed form **In Person**: MT One Stop, Student Services and Admissions Center (SSAC) – Room 210; **Mail**: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax**: at (615) 898-5167.

**ADLCRS Request for Federal Financial Aid for Additional Coursework**

Students who have already earned a Bachelor’s degree should submit this form for the following situations:

1. Enrolled to earn an additional Bachelor’s degree, OR
2. Enrolled in an undergraduate or graduate program for the sole purpose of attaining teacher licensure, OR
3. Enrolled in undergraduate prerequisite courses for **admission** into a graduate program at **MTSU**

**Student Information: (please print)**

<b>Last name:</b>	<b>First Name:</b>	<b>MI:</b>
<b>Student ID: M</b>	<b>Phone: (    )</b>	<b>Email:</b> _____@mtmail.mtsu.edu

**Type of Request:**  
(Please check the appropriate box and follow the related instructions)

Reason	Requirements
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**Seeking Additional Bachelor’s Degree**

To be completed by your Academic Advisor: I certify that the following information is correct at the time of my review of the student’s transcript.

**Major:** \_\_\_\_\_

Has the student been granted Candidacy in the major?    \_\_\_ Yes    \_\_\_ No\*    \_\_\_ Not required for major

\*If No, how many hours are needed to apply for Candidacy? \_\_\_\_\_  
(**ONLY** include failed or credits hours not yet taken; Do **NOT** include classes not needed for the degree that are being repeated in order to raise GPA.)

\*Anticipated semester that Candidacy may be considered? \_\_\_\_\_

**Total number of credits that are needed to complete the current degree program:** \_\_\_\_\_  
Include required hours taken during the current semester AND hours needed in future semesters.  
(If candidacy is required, include hours needed to apply for candidacy and hours required if candidacy is granted.)

_____ (Signature of Advisor)	_____ (Date)
_____ (Printed Name of Advisor)	_____ (Phone)
	_____ (Email Address)

**Seeking Post-Baccalaureate Teacher Licensure / Add-on Endorsement:**

*(Please note: Federal loan eligibility will be limited to undergraduate limits regardless of class level.)*

**A copy of your Program of Study received from the MTSU Office of Teacher Licensure must be submitted with this form.**

**Graduate Prerequisites:**

Students required to enroll in undergraduate courses to be admitted to the graduate program at MTSU *may* be eligible for federal loans for up to 1 calendar year. *Federal loan eligibility will be limited to undergraduate limits during the calendar year.*

**A letter from your advisor detailing each Undergraduate Prerequisite Course(s) required for admission OR a copy of your degree plan that lists your Undergraduate Prerequisite(s) must be submitted with this form.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_