Beginning with the 2016-2017 school year, financial aid verification forms will now be submitted online. You may review the steps below.

1. Log in to your "myTSU" account.



 Click on the 'Banner Services' Tab, then, select 'Financial Aid' then select 'Financial Aid Status' then select Aid Year '2016-2017' Click on 'Unsatisfied Student Requirements', Click on each link for any Unsatisfied Requirements and follow the instructions. Note: There will be a link for each 'Unsatisfied Student Requirement.'

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3. There will be a link for each unsatisfied requirement. Upon clicking on the link, you will need to login again with your "myTSU" username/password to access the form.

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4. If you are a Dependent student, you will be required to enter a parent's first name, last name and email, then continue to complete the form.

2016-2017 Verification Worksheet - Dependent					
Instructions					
TENNESSEE State University					
Dear Dependent Student,					
Before you are directed to your form, you must first provide your parent's contact information. Your parent will receive an email inviting them to review and electronically sign it after you have completed your portion.					
Please follow these simple steps:					
1. Click the blue link that reads "Enter contact information."					
2. Enter your Parent's email address.					
3. Click the blue icon to save.					
4. Click "Continue to form" to begin completing your sections.					
Thank you!					
Form Participants					
Relationship Contact Information					
Enter contact information -> Parent					
Enter "Parent Information"					

- 5. All fields with an (*) must be filled. Click Next to continue to the Electronic Signature and type name as shown to sign the form (you may choose to save the form, "Save Progress" if you wish to complete at a later time.
- 6. You will be given the option to print the form or log out. Go back to your "myTSU" account or the e-mail you received to access any other required documents; then, begin at Step 4 again to complete each form.
- 7. An e-mail with a link to complete parent information and sign the form will be sent to your parent. (e-mail subject line: Dynamic Forms: 2016-17 [form name]- Signature Request) Your parent will need to create an account the first time they complete/sign an online form.

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Are you a new user? Enroll now for a user name and password. Get Started			

- 8. Your parent will sign the form just like you did in Step 4 if the information is correct.
- 9. If information submitted by the student is incorrect, the parent cannot correct. The parent must 'reject' the form and send back to you to change information you submitted.
- 10. Our office will receive this information electronically. Please allow 3-5 days for processing. You may review the status of your forms within 48 hours via your "myTSU" student portal.