

# Certificate-Only Graduate Students using US Federal Financial Aid: YOU MUST FILE THE "SPECIAL GRADUATE FORM" **BEFORE YOUR FIRST SEMESTER**

This form only applies to students currently admitted to a graduate certificate BY ITSELF.

If you are already admitted and enrolled in a degree program in the dept. (MPA, MPS, PhD), with the certificate as secondary program, this form does not apply to you.

**ALWAYS KNOW:** your loan terms; applicable annual and total limits; and the impact of dropping, withdrawing, or poor academic performance on your aid and balance liability.

## STEP #1

### Register for classes and get the "Special Graduate Form"

- Register promptly. Sign up only for classes permitted in your program of study. Get advising from Dr. Streams if you do not yet have a program of study.
- To use a federal loan in a given semester you must take at least 2 graduate courses in that semester.
- Download form from [Financial Aid](https://www.tnstate.edu/financial_aid/forms.aspx)

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The image shows a screenshot of the Tennessee State University Special Graduate Student form. The form is titled "Office of Student Financial Aid" and includes fields for TO: Program or Department Chairperson, RE: Student Name, T Number, TSU assigned email, and Last 4 of SSN. It also has a section for PROGRAM OF STUDY with instructions on how to complete it. The form is dated 10/2019.

## STEP #2

### Email to Dr. Streams for signature

- Complete the Special Graduate Form well before the start of classes and email it to Dr. Streams at [mstreams@tnstate.edu](mailto:mstreams@tnstate.edu) for signature AND to get your program of study attached.
- If you already have a program of study, or have completed and submitted this form before with a program of study, attach that to your email to Dr. Streams as well!
- If you don't get your form back from Dr. Streams within two business days, follow up.

## STEP #3

### YOU email form to [loans@tnstate.edu](mailto:loans@tnstate.edu)

- Verify that all items and signature lines are complete on the form.
- Prepare the email to [loans@tnstate.edu](mailto:loans@tnstate.edu), attaching the form AND the program of study for the certificate
- Include "SPECIAL GRADUATE STUDENT" in the subject line
- Include your NAME and T-NUMBER in the body of the message
- Double-check to verify that you ATTACHED the correct, completed form and program of study
- Send, and save a copy for your records as documentation.
- You only need to do this once UNLESS your program of study changes (ex. course substitution).

## STEP #4

### YOU accept your loan in myTSU and confirm your registration.

- You must monitor your records in myTSU and accept the loan (Financial Aid). One business day after you accept, it should show up as "memo'd and authorized"; then you must confirm your registration in myTSU, so that the Bursar will post it to your student account. Check your student email account regularly for messages from FA or the Bursar as well as myTSU.
- It is YOUR responsibility to follow up with Financial Aid if you do not see the loan after you file the SGS form, and to complete any other steps necessary to qualify and receive aid (ex. Master Promissory Note).
- Failure to file this form or any other steps needed on time can negatively impact your financial aid and leave you with a bill.

Faculty and faculty advisers may not advise you about financial aid questions. All questions about Financial Aid must be directed to the Financial Aid office. Email [finaid@tnstate.edu](mailto:finaid@tnstate.edu) or find the graduate student FA counselor at [https://www.tnstate.edu/financial\\_aid/contact.aspx](https://www.tnstate.edu/financial_aid/contact.aspx). Always include your T-number and indicate that you are a graduate student.