



FINANCIAL AID CHECKLIST

SCHOOL CODE 003642

TSU PRIORITY DEADLINE - APRIL 15TH

The priority deadline date is April 15th. **Students meeting the priority deadline date are have the best opportunity to maximize the amount of gift aid included in their financial aid package.** Applicants should submit the Free Application for Federal Student Aid (FAFSA) no later than March 15 via internet or March 1 via U.S. mail to ensure TSU receives your application by the priority deadline. Any additional documentation necessary to complete the processing of the student's file must be received by the priority deadline. Incomplete FAFSAs and/or files missing documentation are not considered complete and to have met the priority deadline.

QUICK "TO DO" LIST

Complete the following items prior to arriving on campus on-line or via fax. All forms should include the student's name, identification number and signature. If applicable, the parent's signature may be required for dependent students. Items marked with an *(asterisk) are required for students selected for verification by U.S. Department of Education as indicated on the Student Aid Report or selected based on the discretion of the TSU Financial Aid Office.

- Complete the Free Application for Federal Aid (FAFSA) at www.fafsa.ed.gov
- Submit any outstanding documents through the mail, by fax, or in person. All TSU forms are available through the financial aid web page located at www.tsu.edu under quick links; Financial Aid, Financial Aid Forms.
- Federal Income Tax Returns*** Additional copies may be obtained by visiting www.irs.gov or calling 1-800-829-1040.
- Verification Worksheet*** ___ Dependent ___ Independent
- Apply Credit Balance Form**
This consent form allows TSU to apply financial to the student's account for institutional incurred expenses.
- FERPA Release Form**
When a student turns 18 years of age or attends a postsecondary institution, the student and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. This consent form allows any one listed on the form to receive information regarding the student's financial aid status other than the student.
- Federal Direct Parent PLUS Loan Application (dependent students only)**
The Parent PLUS loan application must be completed and returned to the TSU Financial Aid Office to secure the loan. The Federal Direct Parent Plus loan is an unsubsidized loans for the parents of dependent undergraduate students and may help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Applicants will receive a credit check as this is a credit worthy loan. The applicant must be the student's biological or adoptive parent or the student's stepparent, if the biological or adoptive parent has remarried at the time of application. The student must be a dependent student who is enrolled at least half-time (6 hours) at the time of disbursement.
- Federal Direct Graduate PLUS Loan Application (graduate students only)**
The Federal Direct Graduate PLUS loan is an unsubsidized loan for the graduate/professional students that helps to pay for educational expenses up to the cost of education minus all other financial aid. Interest is charged during all periods. Applicants will receive a credit check as this is a credit worthy loan.
- Review financial aid awards on the TSU MyWeb account
- Accept, decline or reduce self-help financial assistance; college work-study and loans. Grants and scholarships are automatically accepted for the student.
- Complete Entrance Loan Counseling;** if accepting Federal Direct Loans
All students borrowing from the Federal Direct Loan Program for the first time at Texas Southern University must complete entrance loan counseling. The entrance loan counseling is available on the TSU Financial Aid web page; <http://em.tsu.edu/financialaid/index.php>.

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

3100 Cleburne Street • Houston, TX 77004



TEXAS SOUTHERN UNIVERSITY

Office of Student Financial Assistance

Ph: 713-313-7071 • Fax: 713-313-1859 • financialaid@tsu.edu • www.em.tsu.edu

10 STEPS TO SUCCESS

- Complete the Admissions application at www.em.tsu.edu or www.applytexas.org
- Apply for FAFSA (Free Application for Federal Student Aid) PIN number for parent (if dependent) and student at www.pin.ed.gov.
- Submit FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov or by using the Paper FAFSA.
- Apply for Scholarships at www.em.tsu.edu/financialaid/scholarships.
- Complete housing arrangements. For additional information consult <http://www.tsu.edu/student/housing/apply.asp>
- Schedule testing (if necessary), 713-313-7386 (testing should be completed prior to attending orientation)
- Schedule to attend New Student Orientation
- Complete Entrance Loan Counseling
- Complete the Master Promissory Note
- Complete Direct Deposit Form and submit to TSU Student Accounting Office
- Complete the FERPA Release Form indicating any individuals the student would like to grant access to their personal information

Questions

Questions concerning financial aid may be directed to the TSU Call Center at 713-313-7071.

Appointments

Schedule an appointment with a financial aid counselor through the Financial Aid website. Appointments are available during normal business hours, Monday – Friday, 8:00 am – 5:00 pm. Scheduling an appointment allows the student to minimize wait time and allows the FA Counselor to prepare for your visit.

Walk-In

Customer Service Representatives are available to assist students each day.

A - I	Jermall Jacobs	713-313-4390	jacobsjh@tsu.edu
J - R	Randolph Byrd	713-313-6860	byrd_rd@tsu.edu
S - Z	Brandi Weber	713-313-6792	weberbv@tsu.edu

Email

Email is also an effective tool for students to submit their questions. Email requests are responded to within 24-48 hours.

My TSU Mail Is Official TSU Email:

Your email address is <your user name>@student.tsu.edu. This is your official TSU email address. Please note that all official TSU email correspondence is sent to your My TSU Mail email address. *By logging into the My TSU Web Portal, you are acknowledging your official My TSU Mail email address.* After logging into the portal, click the **Email** link in the toolbar to access your email.

TSU Web Portal is available 24 hours a day, 7 days a week to check the status of your financial aid application. Students must be admitted and registered for at least 1 or more credit hours to access the financial aid information through the TSU web portal. You may contact TSU HELP Desk at 713-313-4357 for assistance with your TSU login. An example of the initial TSU user name and Password for the [My TSU Web Portal](#) are provided below:

- **User Name** — User Names are formulated using the following standard: <first initial> + . + <first 14 characters of last name> + <last 4 digits of student ID>. Your email address will be the same as the User Name; for example: John Doe's email address would be **j.doe1234@student.tsu.edu**

Jane Smitherson-Johnson's email address would be **j.smitherson-joh2345@student.tsu.edu**

- **Password** — All initial passwords are formulated using the following standard: Q + ! + <Birth Date> (birth date is in the MMDDYY format).

Please send your documents to:

Texas Southern University

Office of Student Financial Assistance

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