

Financial Aid Checklist

Office of Student Financial Aid

- ☐ Apply for your [Free Application for Federal Student Aid](#) (FAFSA) using the appropriate school code:
UTHealth: 013956 UTMDACC: 017249

- ☐ Review your FAFSA Submission Summary (FSS) from FAFSA
☐ Log on to [myUTH](#) to review your "To Do" list and submit any requested documents to the Office of Student Financial Aid

- ☐ Receive Award Notification and [Award Notice Supplement](#) sent to your University email account

- ☐ View/Accept financial aid award on [myUTH](#)

Grant Recipients:

The award will be accepted on your behalf. No further action is required to receive the award

Federal Direct Loan Recipients (First-Time Financial Aid Recipients):

1. Accept award(s) on [myUTH](#)
2. Complete the Direct Subsidized/Unsubsidized [Master Promissory Note](#) (MPN)
3. Complete [Loan Entrance Counseling](#)

Federal Direct Loan Recipients (Continuing Financial Aid Recipients):

1. Accept the award(s) on [myUTH](#)
2. If you have a valid MPN and Loan Entrance Counseling on file with the Department of Education within the last 10 years, no further action is required

Federal PLUS Loan Applicants (if applicable):

1. Complete all steps in the PLUS loan process noted in your Award Notification email
2. The award will be verified and accepted on you/your parent's behalf. No further action is required to receive the award

Institutional Loan Recipients (if applicable):

1. Accept the award(s) on [myUTH](#)
2. Complete the required documents accessible via the "To Do" list on [myUTH](#) or in your Award Notification email and submit them to the Office of Student Financial Aid

- ☐ Review the [Enrollment Credit Hours](#) and [Satisfactory Academic Progress](#) policies

- ☐ View the [Disbursement Dates](#) schedule and information

- ☐ Enroll in the Installment Plan (if applicable)

- ☐ Set up Direct Deposit on [myUTH](#) for refunds (if applicable)

- ☐ The university may apply certain financial aid funds to charges on your student account other than tuition & mandatory fees **only if you grant permission for the University to do so.**

To grant permission:

Log on to [myUTH](#)>Student Center>Account Inquiry>Account Services>Student Permissions

Contact Information

myUTH Navigation

Department	Address	Web Address	E-mail	Phone
Office of Student Financial Aid	7000 Fannin, Ste 2220 Houston, TX 77030	https://www.uth.edu/sfs/	Sfaregis@uth.tmc.edu	(713) 500-3860
Bursar (Cashier)	7000 Fannin, Ste 2240 Houston, TX 77030	https://inside.uth.edu/finance/bursars/	Bursar@uth.tmc.edu	(713) 500-3088
Registrar	7000 Fannin, Ste 2250 Houston, TX 77030	https://www.uth.edu/registrar/	Registrar@uth.tmc.edu	(713) 500-3361
Veterans Affairs Coordinator	7000 Fannin, Ste 2250 Houston, TX 77030	https://www.uth.edu/registrar/forms-and-information/va-benefits.htm	Veteransbenefits@uth.tmc.edu	(713) 500-3351
myUTH	---	https://myuth.tmc.edu/	---	---
Free Application for Federal Student Aid (FAFSA)	---	https://studentaid.gov/h/apply-for-aid/fafsa	---	1-800-4-FED-AID
FSA ID	---	https://studentaid.gov/fsa-id/create-account/launch	StudentAid@ed.gov	1-800-557-7394
Master Promissory Note (MPN)	---	https://studentaid.gov/	via website	1-800-4-FED-AID
Loan Entrance Counseling	---	https://studentaid.gov/	Via website	1-800-4-FED-AID
Federal Loan Information	---	https://studentaid.gov/	---	1-800-4-FED-AID
Action	myUTH Navigation			
Financial Aid	Student Center > Financial Aid > View Financial Aid > Select Aid Year > Accept/Decline Awards			
Student Permissions	Student Center > Account Inquiry > Account Services > Student Permissions			
Tuition and Fee Account Statement	Student Center > Account Inquiry > Account Statements > Select Desired Term			
Payment Plan	Student Center > Account Inquiry > Account Services > Enroll in Payment Plan			
Direct Deposit	Step 1: Student Center > Account Inquiry > Account Services > Bank Accounts > Add Account Step 2: Student Center > Account Inquiry > Account Services > Direct Deposit			
Make a Tuition Payment	Student Center > Account Inquiry > Make a Payment			
Emergency Contact	Student Center > Personal Information > Phone Numbers > Add Phone Number > Phone Type > Select UTHAlert			