

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 UTHealth Tyler: 042439

Review your Student Aid Report (SAR) 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 | Winston.Matranga@uth.tmc.edu | (713) 500-3351 |
| myUTH | N/A | https://myuth.tmc.edu/ | N/A | N/A |
| Free Application for Federal Student Aid (FAFSA) | N/A | https://studentaid.gov/h/apply-for-aid/fafsa | N/A | 1-800-4-FED-AID |
| FSA ID | N/A | https://fsaid.ed.gov | StudentAid@ed.gov | 1-800-557-7394 |
| Master Promissory Note (MPN) | N/A | https://studentaid.gov/ | via website | 1-800-4-FED-AID |
| Loan Entrance Counseling | N/A | https://studentaid.gov/ | Via website | 1-800-4-FED-AID |
| Federal Loan Information | N/A | https://studentaid.gov/ | N/A | 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 | | | |