

**Processing Deadline  
for  
Summer Semester  
is  
April 15, 2012**

# HOW TO APPLY

For  
Financial Aid

**Processing Deadline  
for  
Summer Semester  
is  
April 15, 2012**

If you do not have a PIN (Personal Identification Number) to serve as your electronic signature on your FAFSA, go to [www.pin.ed.gov](http://www.pin.ed.gov) to apply.

Once you have received your PIN, go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete your Free Application for Federal Student Aid (FAFSA).

If you have questions on how to complete your FAFSA, please call 1-800-4-FED-AID.

To submit your FAFSA information to Motlow, please include our school code 006836.

After submitting your FAFSA, you will receive your Student Aid Report (SAR) from the U.S. Dept of Education. You will also receive an email in your Motlow Student Email account notifying you that Motlow has received your FAFSA electronically and that you will need to submit additional documentation to our office. If you need more information about your Motlow Student Email account, go to <http://www.msc.edu/studentemail.html>.

After receiving the email, you will want to follow the steps below to continue processing your financial aid.

*In order to open and print the forms, you must have Adobe Acrobat Reader installed on your computer.*

- Step 1: go to Motlow's homepage at [www.msc.edu](http://www.msc.edu)
- Step 2: under Motlow Quick Links (lower right-hand corner of home page), click on *MyMotlow*
- Step 3: click on Student Login
- Step 4: enter User ID and PIN (your social security number and your 6-digit birthday); click Login
- Step 5: click on Financial Aid
- Step 6: click on Financial Aid Status
- Step 7: select Aid Year (Award Year 2011-2012); click Submit
- Step 8: click on Student Requirements

The Unsatisfied Requirements will explain what items you need to submit to our office to process your file. Click on the name of each form to access it. For an explanation as to why you are asked to submit certain paperwork, click on "Instructions" to the right of each form.

All documents must be fully completed, signed, and legible. (If a parent(s) federal income tax return is requested, it is recommended that parents write the student's name and last four digits of the student's social security number on the parent(s) tax return.)

**Please mail your documentation to:**  
**Motlow Financial Aid Office**  
**P O Box 8500, Dept 510**  
**Lynchburg, TN 37352-8500**  
**or drop off at any Motlow campus.**

**PLEASE DO NOT EMAIL  
YOUR DOCUMENTS**

Please submit all required information as soon as possible. Remember, your financial aid cannot be awarded until the Financial Aid Office receives and processes the required information. If you would like to verify that your documents were received, after 2 business days, repeat the *MyMotlow* process above and review the requirement status. Once each requirement has been completed, the item in question will move to the bottom of your screen.

**Please allow 3-4 weeks for the verification process to be completed.**

## **PROCESSING DEADLINE FOR SPRING SEMESTER IS APRIL 15, 2012**

**Turning in your documentation after this date may result in your financial aid not being processed by the date your tuition is due.**

Once you have submitted all required documentation, please **check your *MyMotlow* account daily**. As we start processing your file, **we may need additional documentation** and your *MyMotlow* account is where you can follow the status of your file.

Once processing is complete, you will receive an email explaining how to view any awards that you have received by logging into your *MyMotlow* account. . .

- Follow the steps 1 – 5 above...
- Step 6: click on Award
- Step 7: click on Award Summary by Term

**PLEASE NOTE:** Communication between the financial aid office and students is via your student email account **only**. Please check your emails daily.