

# 2023-2024 Request for Preparatory Coursework

**Directions:** Non-degree-seeking students are not eligible to receive federal financial aid. There is one exception: you may request financial aid for preparatory coursework for up to one academic year. This request is subject to approval by the UTSA Financial Aid and Scholarships Office. If approved, you will be awarded a Direct Unsubsidized Stafford Loan based on undergraduate loan limits.

**How to Submit Form:** Submit completed form to One Stop Enrollment Center for processing. Preparatory coursework is defined as courses a student must take in order to be admitted as a degree-seeking student to a graduate/professional program. Students who have been fully admitted as graduate students and are required to take prerequisite or leveling courses that do not count towards their degree are **not** eligible for financial aid for these courses. This form can be submitted by mail, in-person at the One Stop Enrollment Center, or via the [Document Uploader](#).

- Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2023-2024*; Category: *Attendance/Enrollment forms*; Category 2: *Special Graduate Documentation*; Document: *Financial Aid request for Prerequisite Coursework*

## PREPARATORY COURSEWORK QUALIFICATIONS

Please initial next to each statement (Note: If you do not meet these conditions, you may not qualify for financial aid)

- \_\_\_\_\_ I understand that I must have a Free Application for Federal Student Aid (FAFSA) on file with UTSA for 2023-2024
- \_\_\_\_\_ I understand that I must be classified as a non-degree seeking student
- \_\_\_\_\_ I understand that I must be enrolled at least half-time
- \_\_\_\_\_ I understand that I must not be taking preparatory courses to raise my GPA
- \_\_\_\_\_ I understand that I may only receive financial aid for up to one calendar year for preparatory coursework
- \_\_\_\_\_ I understand that I must fill out this form each semester

## ACADEMIC DEPARTMENT CERTIFICATION

To be completed by a GRADUATE ADVISOR

List preparatory coursework required for admittance (Note: One semester only)

Course Name	CRN	Term

### UTSA OFFICE USE ONLY:

myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_

By signing this section,

- I certify that the student is currently listed as a non-degree seeking student by the UTSA Graduate School.
- I certify that once the student has successfully completed the above courses, this will allow the student to be accepted into the eligible degree program below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

College/Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program Seeking Admission: \_\_\_\_\_ # of Preparatory Courses: \_\_\_\_\_

Please initial: \_\_\_\_\_ The student's status is currently Special Graduate

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT CERTIFICATION AND SIGNATURE** 

To be completed by the STUDENT

**Certification Statement:** Your signature on this document confirms your acknowledgment of the following:

- I certify that I have not previously received Federal Direct Loan funds for preparatory coursework to be admitted to a degree program. This includes the University of Texas at San Antonio and any other school I have attended.
- I understand I may only receive a Direct Unsubsidized Stafford loan at the undergraduate senior level (provided aggregate limits are not exceeded) for only one consecutive 12-month period beginning on the first day of the loan period
- I understand the period of funding may not exceed 12 consecutive months and if I do not take classes or receive aid for any term during the 12 month period, I will not be able to receive it later.
- During peak seasons, there may be a 5-7 business day processing time for the request. I understand the outcome of the request will be indicated on ASAP.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

 **UTSA OFFICE USE ONLY:** 

RRAAREQ Code: PREGRD, PREGR2, PREGR3 • WebX Code: FA\_PREGRD

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

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