

Request for Preparatory Work Form 2025-2026

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. 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 request is subject to approval by the UT San Antonio Financial Aid and Scholarships Office. If approved, you will be offered an Unsubsidized Federal Direct Loan based on undergraduate loan limits.

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

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 UT San Antonio for 2025-2026
- ____ 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

Bring this form to your graduate advisor and have them complete this section. (Note: One semester only.)

List of preparatory coursework required for admittance

Course Name: _____ CRN: _____ Term: _____

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Academic Department Acknowledgement

Your signature on this document confirms your acknowledgement of the following statements:

- I certify that the student is currently listed as a non-degree seeking student by the UT San Antonio Graduate School.
- I certify this student's status is currently Special Graduate.
- 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.

Program Seeking Admission: _____ # of Preparatory Courses: _____

Graduate Advisor Name: _____ Title: _____ College/Dept: _____

Graduate Advisor Signature: _____ Date: _____

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- I certify that I have not previously received Federal Direct Loan funds for preparatory coursework to be admitted to a degree program. This includes UT San Antonio and any other school I have attended.
- I understand I may only receive an Unsubsidized Federal Direct 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 myUTSA Account.

Student Acknowledgement

Student Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select "Financial Aid & Scholarships"
- **Term:** Select applicable aid year
- **Category:** Select "Attendance/Enrollment forms"
- **Category 2:** Select "Special Graduate Documentation"
- **Document:** Select "Financial Aid request for Prerequisite Coursework"

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*