



To submit the completed form **In Person**: MT One Stop, Student Services and Admissions Center (SSAC) – Room 210; **Mail**: MTSU, MT One Stop, SSAC Room 260, 1301 East Main Street, Murfreesboro, TN 37132; **Fax**: at (615) 898-5167.

ADLCRS Request for Federal Financial Aid for Additional Coursework for Undergraduates

Students who have already earned a Bachelor’s degree should submit this form for the following situations:

1. Enrolled to earn an additional Bachelor’s degree, OR
2. Enrolled in an undergraduate program for the sole purpose of attaining teacher licensure

Student Information: (please print)

Last name: _____ **First Name:** _____

Student ID: M _____ **Phone: ()** _____ **Email:** _____@mtmail.mtsu.edu

Type of Request:
(Please check the appropriate box and follow the related instructions)

Seeking 2nd or Additional Bachelor’s Degree:

To be completed by your Academic Advisor: I certify that the following information is correct at the time of my review of the student’s transcript.

Major: _____

Has the student been granted Candidacy in the major? _____ Yes _____ No* _____ Not required for major

*If No, how many hours are needed to apply for Candidacy? _____

(**ONLY** include failed or credits hours not yet taken; Do **NOT** include classes not needed for the degree that are being repeated in order to raise GPA.)

*Anticipated semester that Candidacy may be considered? _____

Total number of credits that are needed to complete the current degree program: _____

Include required hours taken during the current semester AND hours needed in future semesters.

(If candidacy is required, include hours needed to apply for candidacy and hours required if candidacy is granted.)

(Signature of Advisor)

(Date)

(Printed Name of Advisor)

(Phone)

(Email Address)

Seeking Post-Baccalaureate Teacher Licensure / Add-on Endorsement:

You are admitted as an **undergraduate** taking coursework for the sole purpose of completing state requirements for Teacher Licensure or Add-On Endorsement certification. You do not intend to receive an additional Bachelor’s degree from MTSU.

A copy of your Program of Study received from the MTSU Office of Teacher Licensure must be submitted with this form.

Certification and Signature

I understand that before my request can be reviewed the following FAFSA questions must be completed as follow. Go to www.fafsa.gov to confirm these questions are correct:

- **Question 29 = 5th year/other undergraduate**
- **Question 30 =2nd Bachelor’s Degree OR Teaching Credential (non-degree program)**, based on program checked above
- **Question 48 = NO** to working on a master’s or doctorate program

Student Signature: _____

Date: _____