

TRANSFER ADMITTED STUDENT *checklist*



Set up your myUTM Portal: utm.edu/portal

You will need access to your myUTM Portal to check your email, schedule classes, view scholarship awards, and much more. Your password is set up using your birthdate and social security number like the example below. Our IT Helpdesk is available at 731.881.7900 if you need assistance.

Password Example if SSN: 123-45-6789 and Birthday: January 15, 2002;

Then Password will be: Jan#2002#6789



Keep track of your UT Martin Student ID Number

Your UT Martin Student ID number is provided on your acceptance letter and in your Application Student Portal. This number will be printed on your Skyhawk Card, but in the meantime, it is a good idea to have access to this number whenever you contact UT Martin.



Meet with an Academic Advisor, Schedule Your Classes, and attend Transfer and Adult Orientation

Before scheduling your classes, you must meet with an academic advisor in your area of study. Course registration [instructions and calendars can be found at utm.edu/register](#). You should contact the department of your major to schedule an appointment with an academic advisor.

College of Agriculture & Applied Sciences: 731.881.7250

College of Business & Global Affairs: 731.881.7306

College of Education, Health, & Behavioral Sciences: 731.881.7203

College of Humanities & Fine Arts: 731.881.7490

College of Engineering & Natural Sciences: 731.881.7380

You are encouraged to attend Transfer and Adult Orientation and you will receive information about the program via email.

If you will be taking all courses at one of our centers in either Jackson, Parsons, Ripley, Selmer, Somerville or Springfield, please contact the center directly for advising and registration. Contact information for our centers [can be found online: utm.edu/centers](#)



Satisfy EVEA Requirements

A law called the Tennessee Eligibility Verification for Entitlements Act (EVEA) requires state public institutions of higher education to verify that anyone seeking a “state public benefit” is a United States citizen or otherwise lawfully present in the US. Fulfillment of the EVEA requirement will be required for any student who has applied for in-state tuition or has applied for a scholarship, grant, loan, tuition, or fee waiver, or other financial assistance which is subsidized or paid in whole or part with state funds. Completing the FAFSA for which your US citizenship or eligible non-citizenship status has confirmed by the federal government will satisfy this requirement. If you will not be completing a FAFSA, instructions for submitting other identification can be found online:

utm.edu/evea



Check Your E-mail Regularly

In order to serve you more efficiently and in a timely manner, you can expect more communication in the form of emails. Please be sure that the Admissions Office has a correct email address and check your email on a regular basis.



Submit Proof of Specified Immunizations

The State of Tennessee requires public colleges and universities to verify that students have received required immunizations. Failure to turn in necessary immunization records or exemptions can impact your ability to register for classes and move into the residence hall. Complete information is available online: utm.edu/immunization



Apply for Financial Aid & Scholarships

We recommend that all students complete the Free Application for Federal Student Aid (FAFSA), and you can find the FAFSA online at www.fafsa.gov. The FAFSA also serves as the application for the TN Hope Lottery Scholarship for Tennessee residents. For more information, visit utm.edu/financialaid. Update your Tennessee Student Assistance Corporation (TSAC) portal at www.collegefortn.org/tsacstudentportal/ to UT Martin to ensure we can view your additional financial aid eligibility. Merit scholarships are awarded based on information provided on the admissions application, and additional scholarship opportunities are available online: utm.edu/scholarships



Let us Know You're Committing to UT Martin

Complete your Intent to Enroll survey that you receive via email. This is a non-binding survey to let us know you plan on attending UT Martin!



Submit Official Copies of Your Transcripts after Coursework is Completed

Please request your official college transcripts of the courses you are currently attending, if applicable. Your final cumulative GPA must be a 2.0 GPA or higher in order to be finally admitted to UT Martin, and we require official college transcripts from all previously enrolled colleges and universities.



Visit Campus

If you have not taken an official tour of UT Martin, sign up today! We offer campus tours each weekday and monthly transfer-specific visit days. To sign up visit our web site: utm.edu/tour



Apply to Live on Campus

Explore housing options and apply to live in your favorite residence hall by visiting our web site: utm.edu/housing



Register Your Vehicle

All students are allowed to have a vehicle on campus, however you do not have to have a vehicle to get around town! Martin offers amenities and stores within walking distance of campus. All vehicles must be registered with Public Safety. Directions on how to complete a vehicle registration can be found on the website.



Select a Meal Plan

View your Meal Plan options at utm.edu/dining



Purchase Books

Textbooks can be purchased through your Banner Self-Service, Students, "Order textbooks online"



Pay Your Student Account

UT Martin offers a variety of tuition payment options to suit your needs.