



TEXAS TECH UNIVERSITY  
**Student Financial Aid™**

(Phone) 806.742.3681 (FAX) 806.742.0880  
 Mail to: Student Financial Aid Office  
 PO Box 45011 Lubbock, TX 79409-5011  
 Student Financial Center | West Hall 301  
 or email directly to: [finaid.advisor@ttu.edu](mailto:finaid.advisor@ttu.edu)

## Second Undergraduate Degree Certification Form

Student Name: \_\_\_\_\_ TTU R#: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DEADLINE for Completed Form will be prior to the end of the term.**

Students returning for a Second Degree must submit this completed document before financial aid can be processed.

**Students returning for second degree:** If a student with a baccalaureate degree enrolls in another baccalaureate program, his/her loan limits would be based on the amount of work that the school counts towards satisfying the requirements of the new program. For instance, if your college decides to accept 30 hours of a student's work in his/her previous baccalaureate program towards the requirements for a BS in Chemistry at your school, then the student would be eligible for second-year undergraduate loan limits.

**\*ADVISOR PORTION MUST BE COMPLETED PRIOR TO SUBMITTING FORM TO FINANCIAL AID\***

**This section is to be completed by academic advisor / department chair**

Advisor Name/ Committee Chair:		College:	
Phone Number:		Email:	
Is College Degree Audit Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO	College Degree Audit On File?	<input type="checkbox"/> YES <input type="checkbox"/> NO
When is the program begin date? ____/____/____			
Total hours required for degree program?			
Number of credit hours from FIRST degree that will count toward student's SECOND degree?			
Hours remaining before degree is earned?			
What is the expected graduation date? ____/____/____		Please update on SGASTDN in Banner if needed.	
Has the student been placed on a degree plan and/or been provided with any additional advice regarding the successful completion of degree requirements?		<input type="checkbox"/> YES <input type="checkbox"/> NO	

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Digital/typed signature not acceptable.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Digital/typed signature not acceptable.

This request will be reviewed upon completion and submission of this form and all necessary documents. Your entire academic history will be reviewed before eligibility for aid will be determined. This would include semester(s) in which you did not receive aid.

Please allow 7 to 14 business days for processing. Awards are made in compliance with federal regulations. Aid is not guaranteed for students who do not meet all eligibility requirements.

Notice concerning Your Information: The Texas Public Information Act, with few exceptions, gives you the right to be informed about the information that Texas Tech University collects about you. It also gives you the right to request a copy of that information and to have the University revise any information that is incorrect. You may request to receive this information by contacting the office possessing such information.