NAME OF STUDENT:  
UNM ID NO.:  
PHONE NO. / Email Address:

For which semester are you completing this form:  
☐ Summer  ☐ Fall  ☐ Spring  

NOTE: Students must complete this form each semester for which they wish to receive financial aid for correspondence coursework.

If you add regular UNM courses to your schedule after submitting this form to our office, check with your Financial Aid Officer to ensure those courses are considered in your course load.

## Section I – Student Criteria

The student must:
1. Take courses through Extended University that are applicable towards their program at UNM.
2. Be enrolled in a degree-granting program, and making satisfactory academic progress as specified by the UNM Satisfactory Academic Progress policy.
3. Submit this completed form to their Financial Aid Officer prior to receiving financial aid funds.
4. Complete the course(s) by the end of the UNM standard semester for which this form is being completed.

## Section II – To be completed a student’s UNM Academic Advisor

How many of the credit hours the student is taking as correspondence study are applicable to their program at UNM?

Please list the course(s) the student is taking through correspondence study which are applicable to their program at UNM:

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Advisor’s Signature:  
Printed Name:  
Academic Department:  
Telephone No. / Email Address:

## Section III – To be completed by UNM Extended University

The course(s) listed above will be completed by: (month/day/year)

Program Coordinator’s Signature:  
Printed Name:  
Telephone No. / Email Address:

The University of New Mexico is an Equal Opportunity/Affirmative Action Institution. Pursuant to the Americans with Disabilities Act, if you require this information in alternative format or have special needs, please contact the Office of Student Financial Aid for assistance.

ONLY TUITION/FEES AND REQUIRED BOOKS AND SUPPLIES MAY BE ADDED TO THE COST OF ATTENDANCE FOR CORRESPONDENCE COURSES. STUDENTS ENROLLED ONLY IN CORRESPONDENCE COURSES MAY NEVER BE CONSIDERED MORE THAN HALF-TIME.

Rev. 02/12