Accessing required forms

Step 1: Click on U-M Departmental Financial Aid Transactions



Step 2: Choose the service and click on it:



OFA-Financial Aid Item Types (FAITs)

Create, update, and inactivate FAITs, the building blocks of the U-M's financial aid awarding structure. Use the Excel spreadsheets provided to submit your request.

OFA-Guest Students for Direct Award Entry

Add awards for guest students after the guest student has been added to U-M's student administration system by the Registrar's Office.

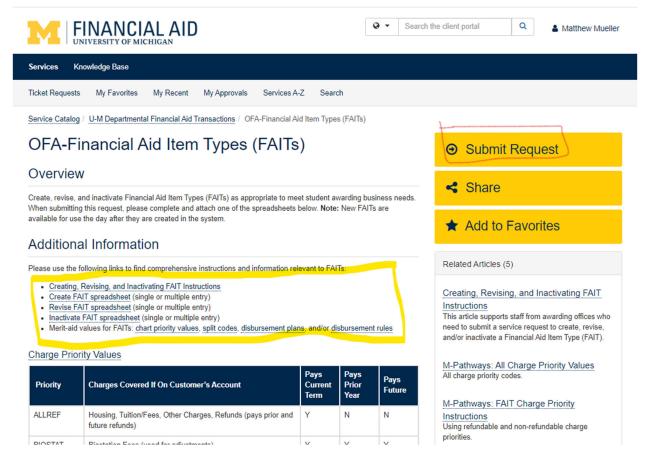
OFA-Supported Award Entry

This service is available to add financial aid awards from schools/colleges/other units to a student's account.

OFA-Manual Disbursements

Student financial aid is disbursed automatically once per week, but occasionally an off-cycle manual disbursement is required.

Step 3: Click on necessary forms in the highlighted box, and then click on submit request in the upper right hand corner:



Step 4: Follow the instructions on the submission page, including all appropriate Excel documents.