TE Import Check List

Confirm with my TE Liaison Officer (TELO) eligibility to be exported. Your TELO works for the TE member school where your eligible parent is employed. My TELO is:

Prior to of the fall of your Senior Year

* Apply for Admission to the schools that interest you most. Be sure to send in all required forms and fees. You should be admitted or at least in the process of being admitted before you ask your Exporting TELO to process your TE award application.
* Be sure to share with your Admissions Counselor you are a potential TE award candidate.
* Confirm TE application due date and keep your Exporting TELO informed.

Spring of your Senior Year

* After October 1, complete the Free Application for Federal Student Aid (FAFSA) application process. This is the found online at [www.fafsa.gov](http://www.fafsa.gov). The first word is FREE! Do not provide payment to any online site to file this FREE federal application. Send the completed form to all schools you apply to for admission. Need the school code? Call your Admissions Counselor.
* Many schools require all students, including potential TE scholars to complete the FAFSA. Check with your Admissions Counselor or TELO for the requirements.
* Confirm that your exporting institution submitted all the required TE paperwork. If you provided a valid email address you will receive email notifications. Don’t think you receive any? Check your SPAM account
* Check with your Admissions Counselor to confirm the importing institution received the TE paperwork.
* Once your college decision is made – update your exporting TELO so that all other TE awards can be declined.