Guest Student Instructions – Direct Award Entry

Overview
Students must exist in the M-Pathways system before you can enter financial aid awards. If you need to enter an award for a Guest Student (a student who is not currently admitted to or enrolled in a University of Michigan degree or certificate program), follow the Guest Students instructions in this document before entering the award on the Assign Departmental Awards component in M-Pathways.

Business Process
The “Guest Student” process consists of the following high-level steps:

1. Determine if the student exists in the M-Pathways system.
2. If the student does not exist in the M-Pathways system, complete and submit the Guest Student Spreadsheet to OFA. OFA will email you the 8-digit EmpID in order for you to enter the award into the M-Pathways system.

Business Process/Transaction Details

1. **Determine if the student exists in the M-Pathways system.**
   Perform a Search/Match to determine if a student exists in M-Pathways. The navigation path to the Search/Match component in M-Pathways is:
   - Menu > Campus Community > Personal Information > Search/Match
   - For detailed instructions on performing a Search/Match, refer to the [Execute a Search Match to Locate an Individual](https://maislinc.umich.edu) step-by-step procedure document on My LINC.
   - Additional instructions are available on MAIS LINC for interpreting Search/Match results. Refer to the reference documents entitled [Search/Match Guidelines and Tips](https://maislinc.umich.edu) and [Determining a Person’s Relation with UM](https://maislinc.umich.edu).
   If the student exists in M-Pathways, you may enter the award on the Assign Departmental Awards component in M-Pathways.

2. **Guest Student Spreadsheet Instructions**
   
   I. **Obtain the Guest Student Spreadsheet**
   The Guest Student Spreadsheet is available on the MAIS website at: [http://www.mais.umich.edu/student/faforms.html](http://www.mais.umich.edu/student/faforms.html)
   Download the spreadsheet from the website and save it to your computer desktop. You can use the form in either its electronic format or print a paper copy.
II. Complete the Guest Student Spreadsheet

You may list multiple Guest Students on a single spreadsheet. You can enter information on the spreadsheet either by using Excel on a personal computer or by writing on a printed copy of the spreadsheet.

Each of the fields on the Guest Student Spreadsheet is listed below with specific instructions for completing the field:

- **Name:** List last name, first name, and middle initial (if available).
- **Social Security Number:** Enter as XXX-XX-XXX.
  
  **Note:** If the Guest Student does not have a Social Security Number, leave this field blank and see the instructions for “International Guest Students without Social Security Numbers” at the end of this section.

- **Country of Citizenship:** Enter the Guest Student’s country of citizenship.

- **Gender:** Enter one of the following values:
  - F = Female
  - M = Male
  - U = Unknown.

- **Citizenship Status:** Enter one of the following values:
  - 1 = U.S. Citizen
  - 2 = Permanent Resident
  - 3 = Non-Resident Alien
  - 4 = Non-Resident Alien Under Tax Treaty

- **Birthdate:** Enter the date of birth as MM/DD/YY.

- **Ethnic Group:** Enter one of the following values:
  - 0 = None
  - 1 = American Indian/Alaska Native
  - 2 = Asian/Pacific Islander
  - 3 = Black
  - 4 = Hispanic/Latino
  - 5 = Not Included Above
  - 6 = White

- **Permanent Address:** List the Guest Student’s full permanent address, including country (if not U.S.).
  
  **Note:** The permanent address cannot be a University of Michigan department or residence hall address. A permanent address is required to meet University reporting requirements to the U.S. Department of Treasury.

- **Current Address:** If a local address is known, enter street address, city, state, and zip code.
II. Complete the Guest Student Spreadsheet (Continued)

- **International Guest Students without Social Security Numbers:**
  
  U.S. Department of Treasury reporting regulations require the University to provide a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for all funds disbursed to students, including Guest Students. If you have not provided a SSN on the Guest Student spreadsheet, it is your responsibility to ensure the student completes Form W-7 at the Payroll Office. This should occur before funds are given to the Guest Student. For more information, contact Payroll at 764-8250.

III. Submit the Guest Student Spreadsheet

You may submit a hardcopy or electronic copy of the Guest Student Spreadsheet to OFA using one of the following methods:

A. Send the completed spreadsheet via Campus mail to:
   
   Office of Financial Aid
   Scholarship/Fellowship Processing
   2011 SAB – 1316

B. Send the completed spreadsheet as an email attachment to:
   
   sfps@umich.edu
   
   **Note:** Enter “Guest Student Spreadsheet” in the Subject field of the email.

OFA will email you the 8-digit EmplID in order for you to enter the award into M-Pathways.