

The background features abstract geometric shapes in shades of red and blue. On the left, a solid red trapezoidal shape points towards the center. On the right, a complex arrangement of overlapping triangles in various shades of red and blue creates a dynamic, layered effect. The text is centered in a bold, red, serif font.

EZ - Application A Guide For Families



- ▶ The EZ-application requires employee and applicant information:
 - ▶ Student's complete email address;
 - ▶ Last 4 digits of the student's SSN;
 - ▶ Employee's complete email address;
 - ▶ Employee's years of employment;
 - ▶ Will the student complete the Free Application for Federal Student Aid? (www.fafsa.ed.gov); and,
 - ▶ What schools is the student considering:
 - ▶ Students can select a maximum of 10;
 - ▶ Student must be applying for admission or be admitted in order for TE consideration.



- ▶ The EZ-application is found at:
www.tuitionexchange.org
- ▶ Select the Families option and click on the carrot to the right of the “s”;
- ▶ Select Online application option.

Application Year*:

Application year
Select the year the student plans to begin his college career.

Total number of academic years*:

Total number of semesters*: ([Help](#))

College Academic year
Freshman 4 years;
Sophomore 3 years;
Junior 2 years; and, Senior 1 year.

Number of College semesters
Freshman 8 semesters;
Sophomore 6 semesters;
Junior 4 semesters; and, Senior 2 semesters.

Entry Class*:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Student

at a time b
schedules, contact your liaison officer. Submission of

Yes or No
www.fafsa.ed.gov

Filing the Free Application for Federal Student Aid (FAFSA)*:

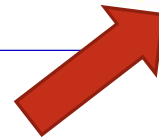
Entry Class*:

Other important items

- ▶ Student's may select a maximum of 10 IMPORT schools.
- ▶ You must continually hold down the Control button if your application is to be sent to more than ONE school
- ▶ If you feel that you made an error - contact:
Cindy Slogan or Denise Krah-Visconti
at 412-396-6607.
- ▶ The EZ app works in Windows best


Final step

Comments:



Don't forget to click SUBMIT!

The information in this section is shared with your Tuition Exchange Administrator and all schools selected

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- ▶ **Once the EZ application is submitted, the screen details the names of the schools the application is to be submitted.**
 - ▶ **REVIEW the list confirming that your application includes each school your student is interested in attending.**
 - ▶ **The next step is for the Financial Aid Office to certify your EZ application.**
 - ▶ **Approved means your student applications are shared with the school(s) your student selected as a potential IMPORT school.**
 - ▶ **Emails are sent to both the student and employee if the EZ application is approved for potential export.**
 - ▶ **If you discover errors contact:
Cindy Slogan or Denise Krah-Visconti at 412-396-6607.**

As your student's Tuition Exchange application moves through the system, emails generate updating both the student and the employee of action taken.

The system does not generate emails unless action occurs.

If you have questions about the EXPORT process - contact your Cindy Slogan at slogan@duq.edu.

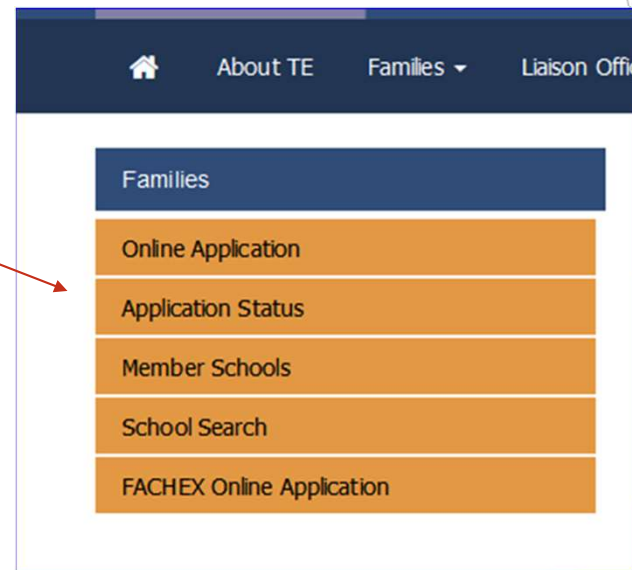
If you have questions about the IMPORT process - contact the Admissions Office or the Tuition Exchange Administrator at the IMPORT school.

TE Central is unable to provide you any information about your student's application.


Tracking my student's EZ application

Another way to track the EZ application is to use the Application Status option.


As mentioned on the prior slide and provided you entered valid emails on the EZ application, the student and employee receives emails as application action occurs.



Use the student id information entered on the student's application to access your EZ app account.



Please enter the following information to check on the status of your application(s).

Last 4 SSN* Birthdate* 
MM/DD/YYYY format

Email*

[Check Application Status](#)

Below is an example of what you might see inside your student's EZ App status.

Student	Exporting School	Attending School	Status
dodson, janet	University of Mary Hardin-Baylor - TX	Santa Clara University - CA	Withdrawn
Dodson, JD	University of Mary Hardin-Baylor - TX	Santa Clara University - CA	Application Denied

HINT! Both the EXPORT and ATTENDING school names are hyperlinks. By clicking on the link, you are directed to the TE Overview page.