New Account Request Process

Department completes New Account Request Form available online at scholarships.tamu.edu/Staff-Resources

Department emails or campus mails New Account Request form to fellowschol@tamu.edu or MS 1252 TAMU
Campus mail adds 1-2 business days to processing time

Scholarships & Financial Aid (SFA) reviews New Account form and determines if all required information is complete or if more documents or information are needed
Processing Time 1-2 Business Days
(If additional information is needed, processing may be delayed)

Is FAMIS Account and/or support account provided on request form?

Yes   **No**

SFA verifies FAMIS account and/or support account is set up properly (with function code of 15 or 60). If the account is not set up properly SFA will contact the Department.
(This may increase processing time)

SFA submit FAMIS account request to Financial Management Operation (FMO). Once received from FMO, SFA verifies FAMIS account is set up properly.
Processing Time 2-3 Business Days

SFA assigns fund code and submits Detail Code request to Student Business Services
Processing Time 2-3 Business Days

SFA sets up account info in Compass and SOLAR
Processing Time 2-3 Business days

SFA notifies department of the new account information
Process Is Complete

New Account Request process should take approximately 7-10 business days (please permit an additional 2-3 business days during the months of July, August, January, and February)