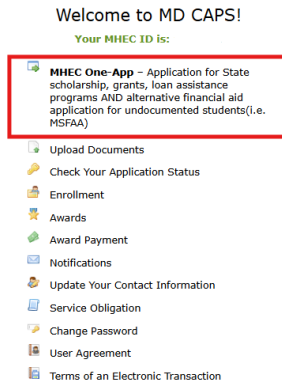
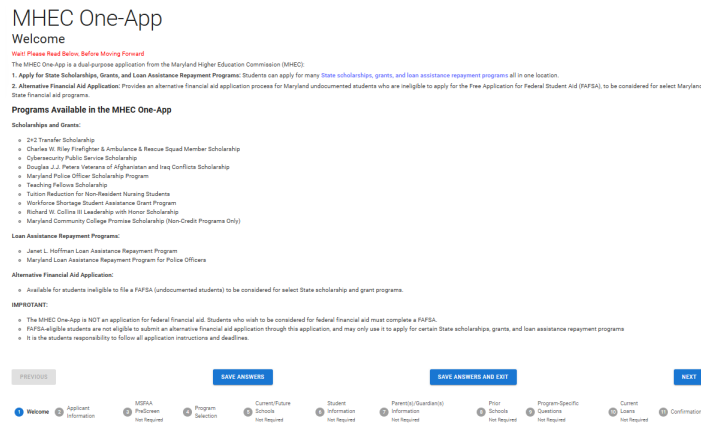


Opening the MHEC One-App

Select the “MHEC One-App – Application for State scholarship, grants, loan assistance programs AND alternative financial aid application for undocumented students (i.e. MSFAA)” link.



Read and Review the information on the **Start** screen.



The questions that will be asked of the applicant on the One-App Prescreen are as follows:

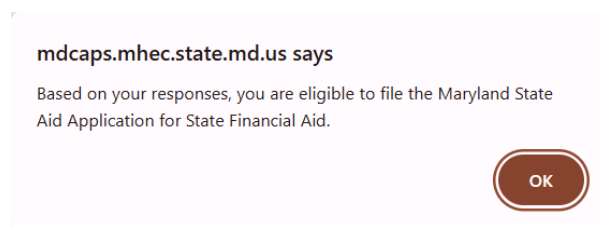
- 1) Personal Information
 - a) Note: Students with out a social security number should input 000-00-0000
- 2) Contact Information
- 3) Are you a U.S. Citizen or eligible non-citizen?
- 4) Relocated to Maryland within the past 12 months as a result of Base Realignment and Closure (BRAC)
- 5) Active duty U.S. Armed Forces stationed in MD or the child or spouse
- 6) Are you applying to or attending a Maryland institution in the current or upcoming year?
- 7) Are you currently or will you be an undergraduate college student applying for the Howard P. Rawlings Educational Excellence Awards Program, Maryland Community College Promise Scholarship, or a Senatorial/Delegate Scholarship for the current or upcoming academic year

MSFAA Prescreen

This section consists of a series of questions required to ensure that the MD One-App is the correct application for you. The questions are as follows:

1. Are you eligible to submit a FAFSA
2. Do you need to submit an alternative financial aid application because you are ineligible to submit a FAFSA?
3. Do you or your parent/legal guardian currently have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)? Note – Answer “yes” if you or your parent/legal guardian has filed income tax returns.
4. Will you, or your parent/guardian (if a dependent) have lived in the state of Maryland for at least one year prior to your enrollment in college?
5. Did you (and if married your spouse), or your parent/legal guardian file a Maryland income tax return each year for 3 years while you attended a public or nonpublic secondary school in Maryland, and for each year between your graduation from the secondary school and your registration at a community college in the State
6. The family member who has filed a Maryland tax return annually for the 3 year period prior to the academic year that you are applying for
7. What year are you applying for the One-App for?

If after completing the PreScreen, you are determined eligible to file a One-App you will receive the below message “Eligible for One-App”. To proceed with the One-App select “OK”.



PROGRAM SELECTION

The alternative financial aid application is ONLY for students who are ineligible to submit a FAFSA (undocumented students) and wished to be considered for select State financial aid. Students who are eligible to submit a FAFSA are not eligible to submit the alternative financial aid application.

The Guaranteed Access Grant, Educational Assistance Grant, and Maryland Community College Promise Scholarship (except for Non-Credit students) do not have their own applications. Maryland students who submit a FAFSA by the published deadline are automatically considered for the awards.

Students may also be eligible applications to these programs:

- 2+2 Transfer Scholarship
- Charles W. Riley Firefighter & Ambulance & Rescue Squad Member Scholarship
- Cybersecurity Public Service Scholarship
- Douglas J.J. Peters Veterans of Afghanistan and Iraq Conflicts Scholarship
- Maryland Community College Promise Scholarship (Non-Credit)
- Maryland Police Officer Scholarship Program (Program open for 2024-2025 only)
- Richard W. Collins III Leadership with Honor Scholarship
- Teaching Fellows Scholarship
- Tuition Reduction for Non-Resident Nursing Students (Program open for 2024-2025 only)
- Workforce Shortage Student Assistance Grant Program

If a program is unable to be selected, the application is currently closed or you have made a selection in a previous section which has designated you as ineligible for a scholarship. It is important to note that most scholarship and grant programs have additional requirements and/or steps to apply. Visit <https://mhcc.state.md.us/preparing/Pages/FinancialAid/descriptions.aspx> for more information about each program.

Current/Future Schools

Current/Future Schools will ask you:

1. The type of degree you are currently pursuing
2. Institution/College/University you are attending (or planning to attend)
 - a. Note: For students who are still deciding where they plan to attend, they should add all schools they are interested in. Changes can be made after they have submitted the OneApp to confirm which institution they will definitely be attending.
3. Class start date
4. Expected graduation date
5. Fall enrollment status
6. Spring enrollment status
7. Housing plan

MHEC One-App
Current/Future Schools

Please add the Institution(s) you are applying to or plan to attend

Degree Program	Institution Name	Class Start Date	Expected Graduation Date	Fall Enrollment Status	Spring Enrollment Status	Housing Plan
		MM/DD/YYYY	MM/DD/YYYY			

ID	Degree Program	Institution Name	Class Start Date	Expected Graduation Date	Fall Enrollment Status	Spring Enrollment Status	Housing Plan
1	Bachelors	Bowie State University	01/27/2025	05/15/2028	Full time	Full time	On Campus

Rows per page: 100 1-1 of 1

PREVIOUS SAVE ANSWERS SAVE ANSWERS AND EXIT NEXT

Welcome Applicant Information MSHA PreScreen Program Selection **Current/Future Schools** Student Information Parent(s)/Guardian(s) Information Prior Schools Not Required Program Specific Questions Not Required Current Issues Not Required Confirmation

Student Information

The *Student Demographic Data* questions ask for:

- 1) Marital Status
- 2) Your high school completion status
- 3) Grade level at your prospective institution
- 4) If you have already completed another bachelors degree previously

Student Income and Tax Information

The Student Income and Tax Data section of the One-App is designed to capture income and earning information of you and your spouse (if applicable).

The income and tax information entered under this section is for the Student and or spouse if married. The student and or spouse must be provided income earned from two previous tax years when completing the One-App. For example, if you are completing the 24/25 One-App, you must enter income and tax information earned in 2023. Questions contained in this section will pertain to:

Tax Return Information

- 1) Did you have taxable Income
- 2) Tax Return Status
- 3) Tax exempt interest income
- 4) Untaxed portions of IRA distributions
- 5) IRA rollover into a qualified plan
- 6) Untaxed portions of pensions
- 7) Pension rollover into a qualified plan
- 8) Amount of college grants, scholarships, or AmeriCorps benefits reported as income to the IRS
 - a) Note: The student paid taxes on these grants, scholarships, or benefits. These usually apply to those renewing their FAFSA form, not to first-time applicants.
- 9) Foreign earned income exclusion
- 10) Annual child support received
 - a) Note: Enter total amount the student received in child support for the last complete calendar year. If the student is "Married" or "Remarried," enter the combined amount the student and their spouse received
- 11) Current total of cash, savings, and checking accounts
 - a) Note: Don't include student financial aid
- 12) Current net worth of investments, including real estate
 - a) Note: Don't include the home the student lives in. Net worth is the value of the investments minus any debts owed against them
- 13) Current net worth of businesses and investment farms
 - a) Note: Enter the net worth of the student's businesses or for-profit agricultural operations. Net worth is the value of the businesses or farms minus any debts owed against them

Dependency Information Section

The *Dependency Information* section of the application is used to determine whose information must be reported on the One-App. If you are a dependent student, you will report you and your parents' information. If you are an independent student, you will report your own information (and, if you are married, your spouse's).

Below are the questions that will be asked regarding the applicant's dependency status. Each question requires a *Yes* or *No* answer:

- 1) Was the student born before January 1, 2000?
- 2) As of today are the student married?
 - a) Note: Also answer "Yes" if the student is separated but not divorced
- 3) At the beginning of the 2024-2025 school year, will the student be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, graduate certificate, etc.)?
- 4) Is the student currently serving on active duty in the U.S. Armed Forces for purposes other than training?
- 5) Is the student a veteran of the U.S. Armed Forces?
- 6) Do the student now have or will the student have children who will receive more than half of their support from the student between July 1, 2024 and June 30, 2025?

- 7) Does the student have dependents (other than the student's children or spouse) who will live with the student and who receive more than half of their support from the student, now and through June 30, 2024?
- 8) Any time since the student turned age 13; were both the student's parents deceased, were they in foster care or a dependent or ward of the court.
- 9) As determined by a court in the student's state of legal residence, is the student currently or previous an emancipated minor.
- 10) Does someone other than the student's parent or stepparent have legal guardianship of the student, as determined by a court in the student's state of legal residence?
- 11) At any time on or after July 1, 2022, did the student's high school or school district homeless liaison determine that the student was an unaccompanied who was homeless.
- 12) At any time on or after July 1, 2022, did the director or an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that the student was an unaccompanied youth that was homeless.

Additionally, you will be asked:

- 1) At any time on or after July 1, 2022, did the director of a runaway or homeless the youth basic center or transitional living program determine that the student was an unaccompanied the youth who was homeless or was self-supporting and at risk of being homeless?
 - a) If yes: Did any of the following determine the student was homeless or at risk of becoming homeless? Select all that apply
 - i) The director or designee of an emergency or transitional shelter, street outreach program, homeless youth drop-in center, or other program serving those experiencing homeless
 - ii) The student's high school or school district homeless liaison or designee
 - iii) Director or designee of a project supported by a federal TRIO or GEAR UP program grant Financial aid administrator (FAA)
 - iv) None of these apply
- 2) Do unusual circumstances prevent the student from contacting their parents or would contacting their parents pose a risk to the student?
 - a) Note: This information will help evaluate the student's ability to pay for school. A student may be experiencing unusual circumstances if they:
 - i) Left home due to an abusive or threatening environment
 - ii) Are abandoned by or estranged from their parents, and have not been adopted
 - iii) Have refugee or asylee status and are separated from their parents, or their parents are displaced in a foreign country
 - iv) Are a victim of human trafficking
 - v) Are incarcerated, or their parents are incarcerated, and contact with the parents would pose a risk to the student
 - vi) Are otherwise unable to contact or locate their parents, and have not been adopted

Parent(s)/Guardian information

The Parent Information section of the One-App is designed to capture income and earning information of your parent(s). A "Parent" refers to a biological or adoptive parent.

Grandparents, foster parents, legal guardians, older siblings, and uncles or aunts are not considered parents unless they have legally adopted you.

The parent income information must be provided based on income earned by your parent(s) from two previous tax years when completing the One-App. For example, if you are completing the 2024-2025 One-App, you must enter income and tax information earned in 2023.

For both parent(s)/ guardian(s), the questions are as follows:

- 1) Marital status
- 2) SSN (If parent does not have a SSN, enter 000-00-000)
- 3) Name
- 4) Date of birth
- 5) State of legal residence
- 6) Email address

Additionally, it will ask:

- 1) Month and year your parents became legal residents
 - a) Note: When your parents arrived in Maryland. The day will not affect your response, choose the correct month and year.
- 2) Is the parents family size different from the number of individuals claimed on their 2023 tax return?
- 3) How many people are in the parents family?
 - a) Note: Include the parent (and spouse or partner), the student, the parent's dependent children (even if they live apart because of college enrollment), and other people living with the parent now. Include these dependent children and other people only if the parent will provide more than half of their support between July 1, 2025, and June 30, 2026.
- 4) How many people in the parents family will be in college between July 1 2025, and June 30, 2026?
 - a) Note: Do not include parents

Household Number of Family Members and Number in College

The One-App also asks about the students and spouse if married or parent/legal guardian to report the number of members in the household and number in college. The student should only count him or herself here. Dependent students should also enter "1" for the Student's Household Number in College. Students who are married, over age 24, and/or have dependents, should follow the instructions to enter the correct number here.

The questions on the One-App read as follows:

- 1) How many people are in the parent's family?
 - a) Note: Be sure to include: themselves, student's spouse and/or children if the student will provide more than half of their support between July 1, 2025 and June 30, 2026
- 2) Number of people in the student's household (from the previous question) that will be college students between July 1, 2026 and June 30, 2026

Student Household Size

How many people in the student's family, including the student, will be in college between July 1, 2024, and June 30, 2025?

How many people are in the student's family?

PREVIOUS

SAVE ANSWERS

SAVE ANSWERS AND EXIT

NEXT

1 Welcome

2 Applicant Information

3 MSFAA PreScreen

4 Program Selection

5 Current/Future Schools

6 Student Information

7 Parent(s)/Guardian(s) Information

8 Prior Schools Not Required

9 Program-Specific Questions Not Required

10 Current Loans Not Required

11 Confirmation

Parent Tax Information

In this section, the questions are as follows:

- 1) Taxable Income
- 2) Income in 2023

- 3) Completion of an IRS income tax return or another tax return
- 4) Untaxed portions of IRA distributions
- 5) IRA rollover into qualified plan
- 6) Untaxed portions of pensions
- 7) Pension rollover into a qualified plan
- 8) Adjusted gross income
- 9) Income tax paid
- 10) Amount of college grants, scholarships, or Americorps benefits received or reported as income
- 11) Foreign earned income exclusion
- 12) Annual Child support received

If parent in “Married”, “Remarried” or “Unmarried and both legal parents” living together, enter the combined amounts held by the parents and their spouse.

- 1) Current total of cash, savings, and checking accounts
- 2) Current net worth of investments, including real estate
- 3) Current net worth of business and investment farms

Please enter the below information for your parent’s partner

- 1) Tax exempt interest income
- 2) Untaxed portions of IRA distributions
- 3) IRA rollover into a qualified plan
- 4) Untaxed portions of pensions
- 5) Pension rollover into a qualified plan
- 6) Adjusted gross income
- 7) Income tax paid
- 8) Foreign earned income exclusion

Additionally you will be asked of any Federal Benefits that your parent or anyone in your family receive during 2023 or 2024.

Confirmation Page

MHEC One-App

Confirmation

By submitting this application electronically I agree to the following terms:

- I certify that the information provided on this form is true and complete.
- I pledge, as a condition of receiving student financial assistance, to remain drug free for the full term of the award. Unlawful use of drugs and alcohol may endanger my enrollment in a Maryland college as well as my Maryland financial aid award.
- I have read and I accept the Conditions of Award as stated on www.mhec.state.md.us related to the student financial assistance program that I am applying for.
- I have read, and I accept the [Terms of an Electronic Transaction](#).

I agree to the terms listed above

PREVIOUS

SAVE ANSWERS

SAVE ANSWERS AND EXIT

SUBMIT

Finally, you will be asked to confirm the following information. Once you select “I agree to the terms listed above”, you will have officially submitted your MHEC One-App.

Congratulations!