Outside Scholarship Notification Form 2027-2028

If you are expecting an outside scholarship, please complete this form and return it to our office so that any applicable changes can be made to your financial aid package in anticipation of these funds. A placeholder will be added to your award for the amount and terms indicated on this form. The placeholder will be adjusted or canceled once we receive the scholarship check.

Outside Scholarship Donation Station: To expedite the submission and awarding of your outside scholarship, our office has created an online donation portal for outside scholarship donors. Our Outside Scholarship Donation Station will help your donor submit your scholarship within 2-3 business days through electronic check payment instead of mailing a paper check. Recommend your donor visit our Outside Scholarships website to review the steps on submitting your scholarship.

Student Information

myUTSA ID:_____ **First Name**:_____ **Last Name**:_____

Outside Scholarship

Complete outside scholarship information *(up to three scholarships can be disclosed on this form)*

Please indicate the total amount and for which semesters you will be receiving the scholarship(s). We will attempt to process the scholarship(s) for the semesters that you request below, unless otherwise specified by the donor.

Scholarship 1

Scholarship Name: _____ **Contact Name for Donor**: _____

Contact Phone: _____ **Contact Email**: _____

Donor Address (Street, City, State, Zip): _____

Select which semester(s) you will receive an award, and the award amount for that semester.

☐ **Fall** **award amount**: $_____

☐ **Spring** **award amount**: $_____

☐ **Summer** **award amount**: $_____ **Total expected award**: $_____

Scholarship 2

Scholarship Name: _____ **Contact Name for Donor**: _____

Contact Phone: _____ **Contact Email**: _____

Donor Address (Street, City, State, Zip): _____

Select which semester(s) you will receive an award, and the award amount for that semester.

☐ **Fall** **award amount**: $_____

☐ **Spring** **award amount**: $_____

☐ **Summer** **award amount**: $_____ **Total expected award**: $_____

Scholarship 3

Scholarship Name: _____ **Contact Name for Donor**: _____

Contact Phone: _____ **Contact Email**: _____

Donor Address (Street, City, State, Zip): _____

Select which semester(s) you will receive an award, and the award amount for that semester.

☐ **Fall** **award amount**: $_____

☐ **Spring** **award amount**: $_____

☐ **Summer** **award amount**: $_____ **Total expected award**: $_____

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- The information submitted for review is true and correct to the best of my knowledge.
- I understand that my financial aid awards may be adjusted to account for the scholarships and/or resources listed above.
- During peak seasons, there may be a 5-7 business day processing time for the request.

Student Acknowledgement

Student Signature:_____ **Date**:_____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the Document Uploader for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Financial Aid & Scholarships”
- **Term:** Select applicable aid year
- **Category:** Select “Scholarship and Resource Form”
- **Category 2:** Select “External Scholarships”
- **Document:** Select “External Scholarships Form”

Alternatively, documents can also be submitted in-person at our One Stop Enrollment Center on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*