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## 2023-2024 Outside Scholarship Notification Form

**Directions:** 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.

How to Submit Form: Submit via the Document Uploader.

• Fields to select on the Document Uploader: Department: Financial Aid & Scholarships; Term: 2023-2024; Category: Scholarship and Resource Form; Category 2: External Scholarships; Document: External Scholarship Form

STEP 1: OUTSIDE SCHOLARSHIP INFO \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
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Complete the outside scholarship information (up to three scholarships can be listed 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 Name:		
Contact Name for Donor:		
Contact Phone/Email:		
Donor Address (Street, City, State	e, Zip):	
Semester(s) to Receive Award	Award Amount	
Fall	\$	
Spring	\$	
Summer	\$	
Total expected award	\$	
Scholarship Name:		
Contact Phone/Email:		
Donor Address (Street, City, State	:, Zip):	
Semester(s) to Receive Award	Award Amount	
Fall	\$	
Spring	\$	
Summer	\$	
Total expected award	\$	

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myUTSA ID:	Student's First Name:	Last:	2023-2024 Outside Scholarship Notification Form · Page 2
Scholarship Name:			
Contact Name for Donor:			
Contact Phone/Email:			
Donor Address (Street, City, Sta	ate, Zip):		
Semester(s) to Receive Award	Award Amount		
Fall	\$		
Spring	\$		
Summer	\$		
Total expected award	\$		
<ul><li> The information submitted for</li><li> I understand that my financial</li></ul>	rignature on this document confirms your or or review is true and correct to the best of m ial aid awards may be adjusted to account f may be a 5-7 business day processing time	v knowledge. or the scholarships and/or resources listed abo	ove.
Student Signature:		Phone or Email:	Date:
are entitled to receive and review this in incorrect, in accordance with the proced	formation. Under Section 559.004 of the Texas Govern lures set forth in the University of Texas System Busine	.T. San Antonio collects about you. Under Sections 552.02 ment Code, you are entitled to have U.T. San Antonio correc ss Procedures Memorandum 32. The information that U.T. S c) and rules. Different types of information are kept for diffe	ct information about you that is held by us and that is San Antonio collects will be retained and maintained as
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Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_