

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

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, Zip): _____

Semester(s) to Receive Award	Award Amount
Fall	\$
Spring	\$
Summer	\$
Total expected award	\$

Scholarship Name: _____

Contact Name for Donor: _____

Contact Phone/Email: _____

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

Semester(s) to Receive Award	Award Amount
Fall	\$
Spring	\$
Summer	\$
Total expected award	\$

Continue on Page 2

UTSA OFFICE USE ONLY:

RRAAREQ Code: OSCH
 WebX Code: FA_SCH_OSCH
 Form revised 7/27/23

Date: _____ Received By: _____ Processed By: _____

