

# 2024-2025 External Resource Form

**Directions:** External resources count towards your overall financial aid package. Return this form to our office if you are expecting an external resource along with supporting documentation. Examples of external resources include (but are not limited to): Department of Rehabilitation Services (DRS) payments, State of Texas Exemptions and/or employer tuition payments. There may be adjustments made to your financial aid awards for 2024-2025.

**How to Submit Form:** Submit completed form to One Stop Enrollment Center for processing. Please fill out and print. **Documentation submitted by fax or email will not be accepted.** Upload through the [Document Uploader](#), mail to University of Texas at San Antonio, **One Stop Enrollment Center**, One UTSA Circle, San Antonio TX 78249 or drop off in person at the UTSA One Stop office.

- **Fields to select on the Document Uploader:** Department: *Financial Aid & Scholarships*; Term: *2024-2025*; Category: *Scholarship and Resource Form*; Category 2: *External Resources*; Document: *External Resource Notification Form*

## STEP 1: EXTERNAL RESOURCES

Complete external resource information (up to two resources can be disclosed on this form)

Resource Name: \_\_\_\_\_

Name of agency providing assistance: \_\_\_\_\_

Amount expected per semester: \_\_\_\_\_ Check semester(s) to be applied:    Fall    Spring    Summer

Resource Name: \_\_\_\_\_

Name of agency providing assistance: \_\_\_\_\_

Amount expected per semester: \_\_\_\_\_ Check semester(s) to be applied:    Fall    Spring    Summer

## STEP 2: CERTIFICATION AND SIGNATURES

**Certification Statement:** Your signature on this document confirms your acknowledgment of the following:

- The information submitted for review is true and correct to the best of my knowledge.
- I understand that my 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 Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

With a few exceptions, you are entitled on your request to be informed about the information U.T. 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 U.T. 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.

### UTSA OFFICE USE ONLY:

RRAAREQ Code: ORES

WebX Code: FA\_OTH\_RESOURCES

Form revised 3/13/24

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_