

# Instructions for Completing the Private Outside Scholarship Form

(A private outside scholarship comes from a source outside the university, i.e., clubs, educational foundations, organizations, etc.)

## **Section I: Student and Donor Information**

Complete this section when reporting a private outside scholarship, submitting a check or requesting verification of enrollment. See further explanations below.

- **Student name, university identification number (UIN):**  
This is required information so that we can report/apply the private outside scholarship to the correct student account.
- **Private outside scholarship name (if different from donor's name):**  
We request this information so that we can keep track of which private outside scholarships you have received.
- **Contact person, donor telephone, mailing address:**  
We request this information so that we may contact the private outside scholarship donor if a question arises concerning your scholarship.  
\*\*\*You may leave blank any of the information you do not know.
- **Total award for the academic year:**  
Fill this in only when you are reporting a private outside scholarship.
- If you are submitting a check, leave this line blank.

## **Section II: Submitting a Check**

Complete this section **ONLY** when attaching a check to this form.

- **PLEASE STAPLE THE CHECK TO THE FORM**  
If the check is made payable to you, please endorse the check before attaching it to the form.
- **Check to be applied to:** (fall only\*; spring only, full academic year\*\*; summer only)

\*If you check the **fall only** box, OSFA will assume that this is a one-time payment and will process for only the term indicated.

\*\*Private outside scholarship funds for the **full academic year** will be disbursed in two installments – half in the fall semester and half in the spring semester.

**Please note: these procedures will be followed unless the scholarship donor notifies OSFA otherwise.**

## **Section III: Requesting Verification of Enrollment**

Complete this section only if the donor requires verification of your enrollment before sending us the check.

# Outside Scholarship Form

**Office of Student Financial Aid**  
 University of Illinois at Urbana-Champaign  
 620 East John Street – MC 303  
 Champaign, IL 61820-5712  
 Fax (217) 265-5516 Phone (217) 333-0100

Today's Date: \_\_\_\_\_ For Academic Year: \_\_\_\_\_

**Please read instructions before completing this form.**

## **Section I: Student and Donor Information**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

University Identification Number (UIN) \_\_\_\_\_

Name of Donor \_\_\_\_\_

Private Outside Scholarship Name (if different from Donor Name) \_\_\_\_\_

Contact Person \_\_\_\_\_

Donor Telephone Number \_\_\_\_\_

Donor Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

**Total Award for academic year: \$** \_\_\_\_\_

## **Section II: Submitting a check**

Complete this section **ONLY** when attaching a check to this form.

**Date of Check:** \_\_\_\_\_ **Check Number:** \_\_\_\_\_ **Amount of Check: \$** \_\_\_\_\_  
(mm/dd/yy)

**This check is to be applied to:**

Fall Only       Spring Only       Full Academic Year       Summer Only

If you check Fall only, will you receive a second check for the Spring Semester?       Yes       No

### **FOR OFFICE USE ONLY- DO NOT WRITE IN THIS AREA**

Deposit Date:	Verification Letter:	Banner Fund #:
ROMR #:	Email:	Banner Date:

## **III. Requesting Verification of Enrollment**

Complete this section only if the donor requires verification of your enrollment before sending us the check. After reading the following statement, sign where indicated.

I hereby authorize the Office of Student Financial Aid, University of Illinois at Urbana-Champaign, to provide information regarding my enrollment to the private outside scholarship donor specified in the Student and Donor Information section of this form. **SIGN ONLY IF VERIFICATION OF ENROLLMENT IS REQUIRED.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_