



**Undergraduate Financial Aid**

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Princeton, NJ 08542-0591  
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**Outside Scholarship Reporting Form  
2025–26 Academic Year**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ PUID: \_\_\_\_\_

**Policy:** Scholarships, employee tuition benefits, stipends, and any other financial aid awarded to you by organizations outside the University are considered financial assistance for your cost of attendance at the University. Under federal and institutional rules, such amounts are deemed to be used to meet your financial need, and you are required to report such financial assistance to Undergraduate Financial Aid so that your financial aid offer is properly calculated. Please note that the failure to disclose all outside funding sources to our office may result in disciplinary action. View the [Outside Scholarships Policy](#) for more information on outside scholarships at Princeton.

Please report the following information for any 2025-26 outside scholarship **not previously reported** on the Prospective Student Portal or PFAA. The completed form and supporting documents should be uploaded through the My Financial Aid portal using the "other" document type. Attach donor letters as applicable and additional pages if needed.

| Scholarship Name | Amount | Scholarship Donor           |       |       |         |
|------------------|--------|-----------------------------|-------|-------|---------|
|                  |        | Contact Person/Organization | Email | Phone | Address |
|                  |        |                             |       |       |         |
|                  |        |                             |       |       |         |
|                  |        |                             |       |       |         |
|                  |        |                             |       |       |         |

If your scholarship provider requires the release of financial aid offer information you must complete the [Financial Aid Information Release Consent Form](#) for our office to release any financial aid information. Requests for completion of forms related to scholarships or other third-party organizations should be emailed to [faoffice@princeton.edu](mailto:faoffice@princeton.edu). Please note that requests requiring enrollment confirmation cannot be provided until after the add/drop date for the semester.

**Outside Scholarship Payment Instructions:** Scholarship checks should be made payable to Princeton University and submitted to the Office of Undergraduate Financial Aid. Scholarship checks should include the student’s name, the Class if possible (e.g. 2029), and Princeton ID number (nine-digit number typically beginning with 9). If you receive a scholarship in your name, **do not deposit the check**. Instead, forward to the Undergraduate Financial Aid Office.

**Mailing Address:**  
Princeton University  
Undergraduate Financial Aid, P.O. Box 591,  
Princeton, NJ 08542-0591

**Office Address:**  
Princeton University  
330 Alexander Street, 4<sup>th</sup> Floor  
Princeton, NJ 08540