

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.

Section IV: Submitting an Outside Scholarship Form Without a Scholarship Check

Completed documents that do not include a scholarship check should be uploaded directly to UI-Integrate Self-Service. For instructions on how to access and upload documents please visit <https://osfa.illinois.edu/DocumentUpload>. Be sure to include your name and UIN on all documents uploaded. After you have uploaded your documents, you may confirm receipt within 3 business days at <https://osfa.illinois.edu/process/checking-your-status>. If you have any questions, please visit our website www.osfa.illinois.edu, contact a member of our counseling staff at 217-333-0100, or email finaid@illinois.edu. **Please do not email documents to this email address.**



Office of Student Financial Aid

University of Illinois Urbana-Champaign
620 East John Street – MC 303
Champaign, IL 61820-5712
Fax 217-265-5516 Phone 217-333-0100

Outside Scholarship Form

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: _____ (mm/dd/yy) Check Number: _____ Amount of Check: \$ _____

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 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 _____