


HOW TO?

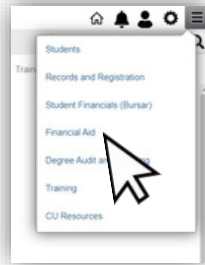
Report and Submit Private Scholarship Awards

1



[Sign in](#) to the myUCCS Portal.

2



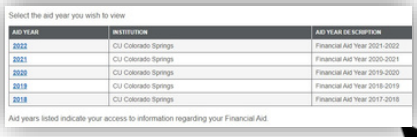
Click on the **Financial Aid** link from the dropdown at the top right of the page.

3



Click the **Report Private Scholarships** tile.

4



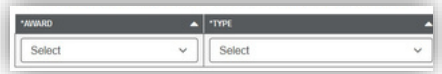
Select the aid year for your private scholarship (**NOTE: the academic year is linked by it's spring semester year... i.e., for the 2023-2024 year you would select 2024**).

5



Click the **Report Additional Aid** button.

6



Follow the prompts to report your private scholarship information! You can add multiple awards at once from this screen. **Remember** to hit save once you have added all your scholarship information!

Reporting your private scholarships is important to ensure that all your financial aid awards are processed and paid out to you properly. Be sure to **report this information as soon as possible** to avoid any unnecessary issues with your financial aid awards.

Turn the page for information on how to submit private scholarship checks to UCCS!




Financial Aid and Student Employment
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Top Floor, Cragmor Hall
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3460
Fax: 719-255-3650
Email: finaidse@uccs.edu
Web: <https://finaid.uccs.edu>



Submitting private scholarship checks

1 Review the "Pay to the Order of" section of the check.

If the check is made out only to you (no mention of UCCS or University of Colorado Colorado Springs in the "Pay To The Order Of" line), you can either:

Endorse it over to UCCS. To do so, write "Pay to the order of UCCS" and sign below this statement in the endorsement section on the back of the check.



Cash the check yourself and let us know the amount so it can be recorded. Please report this information to us as soon as possible to avoid future issues with your financial aid.

If the check mentions UCCS or University of Colorado Colorado Springs in the "Pay to the Order of" section, then no other action is needed.

2 **Carefully inspect the check.** Be sure to check the date and any notes of expiration (such as "not valid after XX days" after the check date). **Be sure to mail check(s) as soon as possible** to ensure they do not expire before they can be processed.



3 Please be sure to **include any additional documentation or instructions** that came with the check(s).

4 Allow **5-10 business days after the check arrives** for the scholarship to appear as a Miscellaneous Private Scholarship in the student portal.

Private scholarship checks should be mailed to:

UCCS Office of Financial Aid
ATTN: Scholarships
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918



Office of Financial Aid, Student
Employment, and Scholarships
UNIVERSITY OF COLORADO COLORADO SPRINGS

Top Floor, Cragmor Hall
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3460
Fax: 719-255-3650
Email: finaidse@uccs.edu
Web: <https://finaid.uccs.edu>



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