Scholarship Processing

A memo requesting payment must be sent to the UGS Business Team (ugs.business@austin.utexas.edu) on UGS or departmental letterhead to initiate scholarship payment to UT Austin students. The memo should include:

- Amount of the award
- Recipient(s) (Name & EID)
- Brief description of the scholarship and selection criteria
- Statement certifying student's notification of award's impact on financial aid and potential tax implications

Students can update their local and/or permanent addresses here and their direct deposit information here (DUO is required).