The University of New Mexico

Scholarship Office

International Student Departmental Award Form

One Foreign National Student per Award Form

Date: _____

To: Unrestricted Accounting - Main MSC01 1260
After approval, the core accounting office will forward the form to the Financial Aid Office for awarding.

From: _____ (Name/Title) _____ (Department)

_____ (Address) _____ (Telephone #)

Scholarship Award Information:

Account Name: _____

Banner Index #: _____ Academic Year: _____

Recipient:

Banner ID: _____

Name: _____

Total Award $ Amt: _____

Category:	Dollar $ Award Amt Per Semester Per Category Fall	Spring	Summer
Tuition Portion……....			
Books Portion……			
Room & Board Portion……..			
Other: _____			
Other: _____			
Total Per Semester……...……..			

Approved to release funds on (enrollment status)? ☐ Zero (0) Hours ☐ Less than ½ time ☐ ½ time ☐ ¾ time ☐ Full-time

Before the Scholarship Office can award this scholarship, the department must submit this form to Banking, Tax and Investments, Scholes Hall Room 254, MSC05 3450, for appropriate tax purposes. Banking, Tax and Investments will then return it to your department, and the department may then submit it to the Scholarship Office for awarding.

Important: If anything remains incomplete or ambiguous, this award form will be returned to the department.

I have certified the awards and students listed above meet or exceed the restrictions imposed by the donor(s) of these scholarship funds at the time of the award and that none of the above named are foreign nationals. I also certify that the above awards do not constitute payment for work performed or other payroll related payments.

Signature , Preparer Date

Signature, Department Chair Date

I have certified taxation issues related to foreign student awards have been reviewed and appropriate action has been taken.

Signature, Unrestricted Accounting-Main (Taxation) Date

Signature, Core Accounting Approval Date

Forms and policies available at: http://www.unm.edu/~schol/4departs.html