


**TEXAS STATE**  
 FINANCIAL AID  
 AND SCHOLARSHIPS

## Departmental Scholarship Transmittal Form

Complete and submit this form only if (check one):

- This is a new scholarship account.
- This is a change to an existing scholarship account.

Scholarship Information	
Department	
Full Scholarship Name- <i>(200 max characters)</i>	
Short Scholarship Name- <i>(30 max char., visible to students)</i>	
Contact Person for this Scholarship	
Contact Phone Number	
Contact Email	
SAP Cost Center #	
SAP Fund #	
Development Fund Account # <i>(if DF Account)</i>	
SAP Internal Order # <i>(if applicable)</i>	
Criteria	
Level of Study <i>(if left blank all levels will remain eligible)</i>	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Doctoral <input type="checkbox"/> Post-Bach <input type="checkbox"/> Special Professional
Required Academic College <i>(only if applicable)</i>	
Required Eligible Major(s) <i>(only if applicable)</i>	
Min. UG Enrollment Hours Req per Term <i>(if applicable)</i>	
Min. Grad Enrollment Hours Req per Term <i>(if applicable)</i>	
Funds for Research Related Expenses Only	___ Yes    ___ No
Funds for Tuition and Fees Only	___ Yes    ___ No
Funding Source:	<input type="checkbox"/> Federal <input type="checkbox"/> Institutional <input type="checkbox"/> State <input type="checkbox"/> External

Please submit this form via email to: [scholarships@txstate.edu](mailto:scholarships@txstate.edu)