How do I get my outside scholarship paid to my account?

If you have won scholarship from a source other than USF or Government, and the donor organization wants to send the funds directly to USF as a supplement to your cost of attendance, follow these instructions to make sure that it is received and credited towards your USF account:

1. Scholarship award notifications must be sent directly to the Financial Aid Office, so that the pending awards can be added to your financial aid package. Even if the funds have not yet been sent, the notification from the donor organization indicates to us that these resources will be used towards your cost of attendance. The notifications can be faxed to (415)422-6084 or mailed to our office.

2. Scholarship notifications and checks can be mailed to:

   University of San Francisco  
   Financial Aid Operations and Services – LM 250  
   2130 Fulton St.  
   San Francisco, CA 94117

3. Scholarship checks must be made payable to “University of San Francisco”

4. All notifications and checks must include the student’s full name and USF ID number

5. Payments made on your behalf from outside agencies, organizations and institutions that are credited directly to your USF student account are additional educational resources that must be included by the Financial Aid Office when determining your eligibility for student financial aid. Receiving such resources may require adjustment of your current financial aid offer. If an adjustment is necessary, you will receive an updated award notification to view on myUSF.