

## Private Donor Scholarship Check Procedures

Please use the following guidelines to ensure proper processing and posting of scholarship awards offered to students of the University of Houston from private donors.

- Scholarship checks must be made payable to the ***University of Houston***.  
If the check is issued to a student or other outside parties, it will cause a delay in the posting of the award to the recipient's account.
- Scholarship donor documentation must also accompany the scholarship check.  
Donors are required to include the following information:
  - Recipient's Name
  - Recipient's Student Identification Number (PeopleSoft ID #)
  - Semester(s) in which the funds are to be used
- An official memo written from the organization on company letterhead must be included. The memo should include but, is not limited to:
  - Required enrollment status
  - Eligibility criteria
  - Disbursement conditions

**All scholarship checks should be mailed to:**  
University of Houston  
Attn: Scholarships & Financial Aid Accounting Team  
4302 University Drive, Room 1, Ezekiel Cullen Building  
Houston, TX 77204-5011

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