



Instructions on how to send External Scholarships

External Scholarship checks should be:

- Made payable to Florida Atlantic University
- **STUDENTS NAME SHOULD NOT BE LISTED AS PAYEE**
- Here are Scholarship lockbox number and mailing addresses:

For U.S. Postal Service (USPS) delivery:

Financial Aid Scholarships Payments
P.O. Box 7411685
Chicago, IL 60674-1685

For local and national overnight courier delivery:

Bank of America Lockbox Services
Financial Aid Scholarships Payments 7411685
540 W. Madison St, 4th Floor
Chicago, IL 60661

Note: Any scholarship checks mailed directly to FAU will be forwarded to the PO Box address, which may delay processing and payment to the student.

The letter must include the following information:

- Student's full name and school ID
- Donor's name, address, phone number, and email address
- Enrollment requirement of scholarship, if applicable (example: full-time enrollment: undergraduate 12 credits, graduate 9 credits half-time would be 6-9 undergraduate, graduate 3 credits)

If you have any questions, please email Shaveta Dabas sdabas@fau.edu or call 561-297-1250.

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