



## THE UNIVERSITY OF IOWA

Office of Student Financial Aid  
208 Calvin Hall  
Iowa City, Iowa 52242-1315

(319) 335-1450  
(800) 553-4692  
FAX (319) 335-3060  
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# Submitting Scholarship Checks to The University of Iowa

## Where and when should scholarship checks be mailed?

Mail checks to: The University of Iowa  
Office of Student Financial Aid  
208 Calvin Hall  
Iowa City, IA 52242-1315

The Office of Student Financial Aid is responsible for receiving, recording, and entering scholarship checks into the University system. Once entered, the checks are routed to the University of Iowa Billing Office for disbursement to the student.

It is preferable that the checks be sent from the donor directly to the Office of Student Financial Aid. If the donor provides the check directly to the student, the student should submit the check to the Office of Student Financial Aid. **Do not mail checks to the University of Iowa Billing Office or enclose the check as payment with the university bill.**

Students will receive a University Bill (U-bill) from The University of Iowa Billing Office on August 1 for the fall semester and on January 1 for the spring semester. Therefore, please send scholarship checks prior to August 1 and January 1 for the scholarship to appear as a credit on the student's bill. Scholarship checks received after the billing dates will be credited to the university bill on a daily basis. These adjustments to the bill may be viewed by students on ISIS. Click on *Student Records*. Under the heading *Finances and Billing*, click on *University Bill*.

If students must send a copy of their U-bill to a donor/agency, the student can print their bills from ISIS and send it to the donor or agency.

## What information is needed on the checks and/or correspondence?

The student's full name and University ID number (obtained by students on ISIS, Admissions Profile,

and Personal Information) should be included on the check and/or any correspondence. Indicate if the check is to cover academic year expenses or expenses for a particular semester (fall or spring or summer session). If there is no indication for the time period the check is to cover, the funds will automatically be used for the academic year (half for the fall semester, half for the spring semester.)

It is preferable that checks be made payable only to the University of Iowa. If the check is made payable to the student or co-payable to the student and the University, additional time may be needed to obtain the student's endorsement on the check which could cause a delay in the student receiving the scholarship funds. The donor's name, address, and phone number should be included on the check or with the correspondence in case the Office of Student Financial Aid needs to contact the donor.

## Are students required to enroll full-time?

It is assumed that the student will be enrolled full-time (12 or more hours per semester). If the scholarship does not require full-time enrollment, indicate this on the check or in the correspondence that accompanies the check.

## How can students get verification of their enrollment?

After students have registered for courses, they can print their enrollment verification from ISIS (<http://isis.uiowa.edu>) and, if required, submit it to the donor or agency. Click on *Student Records*. Under the heading *Documentation and Reports*, click on *Verifications*. Use the drop-down box to select *Enrollment Verification* and click *Submit*.

## Who to contact if there are questions:

Call Diane Schlick, Office of Student Financial Aid, at (319) 335-1445; toll free (800) 553-4692 or e-mail [diane-schlick@uiowa.edu](mailto:diane-schlick@uiowa.edu).