

Instructions for Scholarship Donor

- ✓ Please make checks payable to NC State University only.
- ✓ Write the student's name and NCSU Student ID # in the memo section of the check. If the student has not provided his/her NCSU student ID #, please include some other identifying factor, such as the last 4 digits of his/her social security number or home address.
- ✓ Mail the check to the following address:

NC State University
Office of Scholarships & Financial Aid
2016 Harris Hall, Box 7302
Raleigh, NC 27695

- ✓ Due to the volume of checks that we receive, we cannot mail you a confirmation of receipt. We kindly ask that you use your monthly statement to confirm that your check has been negotiated and/or request that the student confirms payment to his/her account.
- ✓ Our policy is to disburse funding equally between the fall and spring semesters. However, if you wish to release the funds entirely in one semester, please indicate this on the check or in a cover letter. For example, "Pay all in fall or Pay all in spring." The request must come directly from the donor.
- ✓ If you require an invoice or verification of enrollment before sending funding to NC State University, the student must submit a request using the Scholarship Notification and Donor Request form. Due to privacy regulations, the request must come directly from the student.