

ACCEPTING YOUR SCHOLARSHIP AWARD

REMEMBER: It's recommended that you accept your scholarship within 30 days, but no later than May 1st.

1. Go to <http://www.suu.edu>.
2. Click on **"My SUU Portal"** in the upper left hand corner.
3. **Login** to your *My SUU Portal*.
 - a. If you have not set up your *My SUU Portal* yet, click the green button that says **"Activate Your Account"** link located on the right hand side. You will be required to provide your personal email address that you used when you applied for admission to SUU. You will be sent an email with further instructions to activate your account.
4. After you login to your *My SUU Portal*, scroll down to find the "Banner" section on the left hand side. Click the **"Financial Aid"** link under this section.
5. Click **"Award"**.
6. Click **"Award By Aid Year"**.
7. Select **"2015-16 Aid Year"**.
8. You will arrive at a page with important information regarding your academic scholarship. To accept your scholarship, click the **"Accept Award Offer"** tab. You will see your scholarship offer with a box that says "Undecided". Change the tab from "Undecided" to **"Accept"** (if you wish to decline your scholarship, change the tab to **"Decline"**). Click **"Submit Decision"**.
9. After your scholarship is accepted, you will see two "Unsatisfied Disbursement Requirements".
 - a. The first requirement listed will be your **SCHOLARSHIP ACCEPTANCE FORM**. You will need to print and mail this form to our office to fully accept your scholarship.
 - b. The second requirement listed will be a "Proof of Citizenship" form. Utah law requires all students who receive scholarships to verify their citizenship. **To verify your citizenship, you need to do one of the following:**
 - i. Print the "Proof of Citizenship" form and mail it to our office.
 - ii. Complete the Free Application for Federal Student Aid at www.fafsa.ed.gov
(Not available until January 1st 2015)
 - iii. If you are a citizen, mail us a copy of your U.S. birth certificate.

DEFERRING YOUR SCHOLARSHIP

If you would like to accept this scholarship but will not enroll for the Fall 2015 semester, please complete the online scholarship acceptance and fill out the deferment section on the paper scholarship acceptance.

Acceptable reasons to defer your scholarship include, but are not limited to: military, medical, or church service and must be approved by the SUU Scholarship Committee. SUU scholarships may not be deferred for employment or to attend another institution of higher education.

If you have any questions about accepting/deferring your scholarship, call us at (435) 586-7735.

MAKE SURE YOU DIDN'T MISS ANYTHING!

To fully accept your scholarship, you need to do each of these steps:

- ☐ Complete the online scholarship acceptance
- ☐ Print and mail us your Scholarship Acceptance Form
- ☐ Verify your citizenship