



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**
- Mailed to the FAU Scholarship Lockbox:

Florida Atlantic University PO Box 505576 St Louis, MO 63150-5576

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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