

Congratulations on receiving a scholarship from the College of Natural Sciences! Carefully read the following information. Questions should be directed to the CNS Scholarship Coordinator at scholarships@cns.utexas.edu.

Thank You Letter Instructions

CNS requires all scholarship recipients to write a thank you letter. The letter should include, but is not limited to, the following:

- Brief personal information
- Your academic plans and career goals
- How the scholarship will help you in the upcoming academic year

Formatting:

- Refer to the instructional email from the CNS Scholarship Coordinator for information on whom to address the thank you letter.
- The letter should be typed using 12 point font and at least a half page in length but no more than one page.
- Include your first and last names as well as your UT EID on your letter.

Send the letter as a PDF attachment to the CNS Scholarship Coordinator at scholarships@cns.utexas.edu. **Include “Thank You Letter” in the subject line of the email.** The scholarship coordinator will forward the letter accordingly after reviewing it. The letter should be received no later than **August 1, 2022**. Your award will not be released as scheduled unless a thank you letter has been submitted.

Payment Information

Your scholarship will disburse in two equal payments (fall/spring). If you have current and/or past due UT debt (including tuition and university housing) at the time of disbursement, your scholarship will automatically be applied to the debt. If you do not have any UT debts or have excess scholarship funds after UT debts have been paid, the excess scholarship funds will be released directly to you via printed check or direct deposit. The preferred method of payment is direct deposit.

Direct Deposit Instructions

If you need to set up direct deposit or make updates to your bank account, you can do so by accessing [My Bank Info](#) on UT Direct. Please be aware that you must enter your bank information in the Electronic Fund Transfer (EFT) information section in order to receive scholarship payments by direct deposit. If you do not have direct deposit set up, the Office of Accounting will print and mail a check to the local address on file. **Be sure to keep all addresses up-to-date.**

Updating Your Addresses

Update your addresses at: https://utdirect.utexas.edu/apps/utd/all_my_addresses/. You will need to log in with your high assurance UT EID. Be sure to keep your local, permanent and email addresses updated.

Financial Aid

Please be advised that if you will be receiving financial aid from the Office of Scholarships & Financial Aid, your financial aid may be adjusted due to this scholarship. Contact Texas One Stop (512-232-6988 or onestop@utexas.edu) if you have any questions.