Congratulations on receiving a scholarship from the College of Natural Sciences! Please read the following information. If you have any questions, contact Adrianne Chacon-Posey at (512) 232-1631 or achacon@austin.utexas.edu.

**Thank You Letter Instructions**

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

- Brief personal information
- Your academic plans
- How the scholarship will help you

**Formatting:**

- **Please do not hand write the letter.** While a handwritten thank you note is nice, this should be a more formal thank you letter.
- Your letter should be at least a half page in length, but no more than one page.
- Please use twelve-point font.
- **DO NOT FORGET TO SIGN YOUR LETTER.** Please include your UT EID on your letter as well.

Please send the letter to the scholarship coordinator for review, and she will be sure to forward the letter to the appropriate person. You can either bring the letter to PAI 5.37, or send it via U.S mail to:

Adrienne Chacon-Posey  
Scholarship Coordinator  
College of Natural Sciences  
The University of Texas at Austin  
103 W. 24th St. Stop G2500  
Austin, TX  78712

The letter should be received by August 24, 2016. **DO NOT E-MAIL THE LETTER.** Your award will not be issued until the scholarship coordinator has received your thank you letter.

**Financial Aid**

Please be advised that if you will be receiving financial aid from the Office of Student Financial Services, your financial aid may be adjusted due to this scholarship. Contact OSFS (512-475-6282) for more information.

**Direct Deposit Instructions**

If you have not yet set up your account to receive direct deposit, you can do so by accessing *My Bank Info* on UT Direct. Go to https://utdirect.utexas.edu/acct/rec/webEFT_info.WBX and log in with your high assurance UT EID and password to verify or update the Electronic Fund Transfer (EFT) Information section. Please be aware that you must enter your bank information in the EFT information section in order to receive scholarship payments by direct deposit. **If you do not have direct deposit set up, the recipient check pick up option will be selected.** You will receive an email when your check is ready for pick up.