Congratulations on receiving a scholarship from the College of Natural Sciences! Please read the following information. If you have any questions, please contact the CNS Scholarship Coordinator at (512) 232-1631 or scholarships@cns.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.
- Refer to your award letter for information on whom the letter should be addressed.

Please submit the letter to the CNS Scholarship Coordinator. The CNS Scholarship Coordinator will be sure to forward the letter to the appropriate person. Letters should be hand delivered to the CNS Honors & Scholarships front office located in Painter Hall 5.37. **DO NOT E-MAIL THE LETTER.**

Thank you letters should be submitted no later than the first class day of the fall semester, **August 28, 2019**. Your award will not be issued unless the CNS 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 Scholarships and Financial Aid, your financial aid may be adjusted due to this scholarship. Contact OSFA (512-475-6282) if you have any questions.

**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/weft/webEFT_info_WBX](https://utdirect.utexas.edu/acct/rec/weft/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 from the Office of Accounting when your check is ready for pick up.