FLORIDA ATLANTIC UNIVERSITY

Office of Student Financial Aid
Division of Academic Affairs
777 Glades Road, SU 80, Room 233
Boca Raton, FL 33431
561.297.3530
www.fau.edu/finaid

Instructions for External Scholarship Processing

To ensure timely processing, please make sure all external scholarship checks meet the following requirements:

Check Payee
Make the check payable to Florida Atlantic University.
*Important: The student's name should **not** appear as the payee.*

Mailing Address Options
Please note: Checks sent directly to the University will be forwarded to the P.O. Box, which may delay processing.

For U.S. Postal Service (USPS) delivery:
Financial Aid Scholarships Payments
P.O. Box 7411685
Chicago, IL 60674-1685

For local or national overnight courier delivery:
Bank of America Lockbox Services
Financial Aid Scholarships Payments 7411685
540 W. Madison St., 4th Floor
Chicago, IL 60661

Required Accompanying Information
Please include the following details with the check to ensure accurate and prompt processing:

- Student's full name
- Student's FAU ID number (Z-number)
- Name of the organization/donor
- Donor contact information (name, phone number, and email address)
- Scholarship requirements, if applicable (including preferred semester(s) for awarding funds)

Need Help? Just Ask!
Contact our Scholarship team: Shaveta Dabas: sdabas@fau.edu
561-297-1250.