

**Alabama State University  
Office of Financial Aid**

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the process, including the step that students and donor agencies will need to take.**

- **REPORTING OUTSIDE SCHOLARSHIPS**

It is the student's responsibility to notify the Office of Financial Aid when you have been awarded an outside scholarship for any semester. It is in your best interest to report scholarships for the academic year versus per semester in case there are any adjustments that will need to be made to the student's existing Financial Aid Award Package. You may report your outside scholarship by submitting the

Outside scholarship notification letters and/or checks received should include the following:

1. Student Name
2. Student Identification Number
3. Term to apply award (Fall only, Spring only, Fall & Spring terms, Summer only)

Checks should be mailed to the following address:

**Alabama State University**  
**Office of Financial Aid**  
**P.O. Box 271**  
**Montgomery, AL 36101-0271**

**Note:** Confirmation of receipt that check was received is provided by phone, letter or email upon request.

## **QUESTIONS OR CONCERNS**

Should you have any questions or concerns regarding outside scholarships, you may contact the Office of Financial Aid at (334)229-4799, (334)229-4862 or [abpettway@alasu.edu](mailto:abpettway@alasu.edu).