UCLA Financial Aid & Scholarships

UCLA Undergraduate Scholarships BAM/Upload Form Instructions:

NEW AWARDS:

☐ Please confirm General Accounting has linked the accounts to a campus fund prior to requesting an AID.

☐ Please submit the Department New Scholarship Request Form to Financial Aid and Scholarships (FAS) before submitting the award via BAM/upload form, to establish an AID. Allow 4-5 business days to receive a response.

1. **PRIOR TO Submission of awards in BAM or via the upload form:**

   ☐ Each department must verify the student's citizenship status and confirm the student has a social security number (SSN) or IRS Tax Identification Number (ITIN) entered on Student Records. (Citizenship is included in BAM)

   ☐ International students who hold an F1 or J1 Visa must complete GLACIER. The awarding department-not Financial Aid- should verify this is completed before submitting award. (Visa status is included in BAM)

   ☐ Each department must verify the student is enrolled in at least 5 units per quarter, or include an exception letter to FAS stating why the student is receiving the funds when enrolled less than half-time. Must be signed by program/scholarship manager. This will notify FAS to override and allow the funds to disburse to the student. (Enrollment units per quarter are included in BAM)

   ☐ Verify the full account unit (FAU) is correct. Department refers to your 4-digit FS Code used by General Accounting to identify your department.

     - Any incomplete forms will not be processed and returned to you. You will need to submit a new form when all issued are resolved.
     - The Upload Form is processed daily.

   ☐ Please review the Paycode and Description Table to select the appropriate paycode. Note: The Project Column represents the AID ID, which can be found in the general ledger.

   ☐ Departments can ***submit one form maximum per day***. You can enter as many students as needed on the single form.

     - FAS recommends including the award period and date in the form name.

   Failure to complete the above steps before submitting the upload form will result in delays to disbursements and/or refunds to the students.

2. **Submit award via BAM or upload form to Financial Aid and Scholarships**

3. **AFTER Submission of awards in BAM or via the upload form:**

   ☐ Verify award disbursement on the general ledger. (Also available on FAM screen 409)

     - If you do not see the award on the GL after 1-2 business days, the award has not disbursed.
       - Student Accounts disburses on a weekly schedule in summer and daily during the academic year.
       - Contact FAS with original upload form and student names of undisbursed awards.
     - Allow 4-5 Business days for a reply.

UCLA Financial Aid & Scholarships

Scholarships Upload Column Definitions:

UID
Student's 9-digit UCLA Identification Number

LastName
Student's Last Name

FirstName
Student's First Name

AwdPer
Award Period: The last 2-digits of the fiscal year and A=academic year or S=summer. Example: summer 2021 is coded as 22S (the fiscal year is July 2021-June 2022, so last two digits are 22, S is for summer). Note, for undergraduates, July begins the summer period; not June.

PayCode
Single digit number used to determine when and how award is paid. Please refer to the PayCode Table

RH
PLEASE LEAVE BLANK AND DO NOT DELETE COLUMN FROM FORM

Jul-June
Columns to enter award amounts based on award period and paycode

Total
Award amount total. The column(s) must equal the total.

Account
6-digits

Fund
5-digits

Sub
2-digits, usually 05 or 07

Project
The AID ID assigned by our office is entered here. CC   Cost center, 2-digits

Object
4-digits, either 7501 or 7505.

Dept
Four-digit number used by General Accounting to identify your department

Fund Name
Name of Scholarship

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Updating Awards

CANCELED AWARDS: To cancel a student's entire scholarship award, please follow the example provided below. Copy the original award row from the upload form you submitted (Your FAU, not the FAU below), then change the total column to ZERO.

UID	Last Name	First Name	Awd Per	Pay Code	RH	Jul	Aug	Sep	Oct-Fall	Nov	Dec	Jan-Wtr	Feb	Mar	Apr-Spr	May	Jun	Total	Account	Fund	Sub	Project	CC	Object	Dept.	Fundname
005112334	BRUIN	JOSIE	22A															0	770000	20095	05	84106		7501	9080	FAS GENERAL

REVISED AWARDS: If you decide to increase or decrease a student's award, please follow the example below. **Feel free to keep as is for your records to track at the department level, but you only need to include the FINAL Award Amount (NEW ACTION-downward revision line or the upward revision line) in the form sent to Financial Aid and Scholarships. You do NOT need to include the row with the original award amount.**

UID	Last Name	First Name	Awd Per	Pay Code	RH	Jul	Aug	Sep	Oct-Fall	Nov	Dec	Jan-Wtr	Feb	Mar	Apr-Spr	May	Jun	Total	Account	Fund	Sub	Project	CC	Object	Dept.	Fundname	ACTION
005112334	BRUIN	JOSIE	22A	0					300			300			300			900	770000	20095	05	84106		7501	9080	FAS GENERAL	ORIGINAL
005112334	BRUIN	JOSIE	22A	0					200			200			200			600	770000	20095	05	84106		7501	9080	FAS GENERAL	DOWNWARD
005112334	BRUIN	JOSIE	22A	0					400			400			400			1200	770000	20095	05	84106		7501	9080	FAS GENERAL	UPWARD

Submit your completed upload form via email to ttsang@fas.ucla.edu.

If you have any questions completing this form, please email Tamara Tsang at ttsang@fas.ucla.edu or Monicke Freeman at mfreeman@fas.ucla.edu.