## AID ID Request for New Scholarship Awards

**Instructions:**

Please complete numbers (2) through (15) using the guidelines below. Email the completed form to fiscalunit@fas.ucla.edu.

Once the AID ID has been assigned, this form will be returned to you. Processing time is 3 - 5 business days.

1. **AID ID**
   - Once assigned by Fiscal, include the AID ID in the **PROJECT COLUMN** on the UCLA Undergraduate Scholarships Upload Form or the Award Submission Form for UCLA Program Participants.

2. **FS Code**
   - This is the campus department Financial System 4-digit code.

3. **Name of Award**
   - Provide the name of the scholarship as you wish it to appear on the student's Financial Aid Notification (30 character max).

4. **Full Accounting Unit**
   - Provide the full account including cost center, if any.

5. **Foundation or Regental Number**
   - Provide either Foundation or Regental Number, if applicable.

6. **Merit**
   - Yes or No: Eligibility based primarily on academic merit but can include other skills/talents such as leadership, athletics, etc.

7. **Meet Need**
   - Yes or No: Award is contingent on student demonstrating financial need.

8. **Diversity**
   - Yes or No: Awarded based on age, educational background, disadvantaged background, parental status, religious beliefs.

**NOTE:** Prop 209 DOES NOT allow selection based on race, sex, color, or national origin. Awards such as this MUST be open to all when publicized and/or during the student review and selection process.

9. **Min Award**
   - Enter minimum amount a student may be awarded. Please note: this will restrict the minimum amount that may be entered to award a student.

10. **Max Award**
    - Enter maximum amount a student may be awarded. Please note: this will restrict the maximum amount that may be entered to award a student.

11. **Type**
    - Enter the type of award: Ex: Stipend, Scholarship, Grant. This will be used for UCOP reporting.

12. **Fund Source**
    - Enter fund source: Ex: Endowment, Current Expenditure, Gift, Private. This will be used for UCOP reporting.

13. **AoP Restrictions**
    - Application of Payment - Yes or No: Student account award charge payment restriction applies.

14. **AoP Restrictions/Notes**
    - Indicate any award restrictions. Ex: Pay Tuition and Fees only, Housing only, Tuition/Fees and Housing.

    Include notes (optional) that further identify the target population/award amount.

    Include any information about the fund use to assist in setup and reporting to UCOP.

15. **Mnemonic**
    - 5 character identifier for award (OPTIONAL - enter if you have a specific requirement, otherwise Fiscal will assign).

### Leave Blank:

9080 UCLA ACHIEVEMENT SCHOLARSHIP

<table>
<thead>
<tr>
<th>(1) AID ID Assigned</th>
<th>(2) FS Code</th>
<th>(3) Award Name 30 Character Limit</th>
<th>(4) Full Accounting Unit FAU</th>
<th>(5) Foundation or Regental</th>
<th>(6) Merit</th>
<th>(7) Need</th>
<th>(8) Diversity</th>
<th>(9) Min Award</th>
<th>(10) Max Award</th>
<th>(11) Type</th>
<th>(12) Fund Source</th>
<th>(13) AoP Restrictions Y/N</th>
<th>(14) AoP Restrictions/Notes</th>
<th>(15) Mnemonic 5 Character Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Blank</td>
<td>9080</td>
<td>UCLA ACHIEVEMENT SCHOLARSHIP</td>
<td>4-770000-38-55808-05-7501</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>$1</td>
<td>$2,500</td>
<td>Stipend</td>
<td>Current Expenditure</td>
<td>N</td>
<td>No AoP restrictions Award up to 3 high achieving students @ $2,500/each</td>
<td>UCLAA</td>
<td></td>
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</tbody>
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