### AID ID Request for New Scholarship Awards

**Instructions:** Please complete numbers (2) through (8) using the guidelines below. Email completed form to [Venet Jones at vjones@fas.ucla.edu](mailto:vjones@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, **include the AID ID in the PROJECT COLUMN** on the UCLA Undergraduate Scholarships Upload Form.

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 characters 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, ethnicity, gender, race, national origin, educational background, parental status, religious beliefs

<table>
<thead>
<tr>
<th>(1) AID ID ASSIGNED</th>
<th>(2) FS Code 4-digits</th>
<th>(3) Name of Award</th>
<th>(4) Full Accounting Unit</th>
<th>(5) Foundation or Regental Number</th>
<th>(6) Merit</th>
<th>(7) Meet Need</th>
<th>(8) Diversity</th>
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