UCLA Financial Aid & Scholarships

UCLA Undergraduate Scholarships Upload Form Instructions:

NEW AWARDS: Please review the Paycode and Description Table to select the appropriate paycode. Then, using the UCLA Undergraduate Scholarships Upload Form example below, identify the correct layout based on the paycode accepted. Note: The Project Column represents the AID ID or subcode.

<u>For Blackbaud users:</u> Do not include paycodes 0, 3 or 5 on the form as these awards are processed via the Blackbaud Award Management System.

UCLA SCHOLARSHIPS UPLOAD FORM EXAMPLE

UID	LastName	FirstName	AwdPer	PayCode	RH	Jul	Aug	Sep	Oct-Fall	Nov	Dec	Jan-Wtr	Feb	Mar	Apr-Spr	May	Jun	Total	Account	Fund	Sub	Project	CC	Object	Dept.	Fund name
005112334	BRUIN	JOSIE	21A	0					300			300			300			900	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	1					1000									1000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	2								2000						2000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	3											3000			3000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	4					2000			2000						4000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	5								2500			2500			5000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	6					3000						3000			6000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	7					200	200	200	200	200	200	200	200	200	1800	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	8					1500			4000			1500			7000	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
005112334	BRUIN	JOSIE	21A	9					100	200	300	400	500	600	500	400	300	3300	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP

PAYCODE AND DESCRIPTION TABLE

PAYCODE	DESCRIPTION
0	Total award amount paid equally across fall, winter and spring quarters
1	Total award amount paid in fall quarter
2	Total award amount paid in winter quarter
3	Total award amount paid in spring quarter
4	Total award amount paid equally in fall and winter quarters
5	Total award amount paid equally in winter and spring quarters
6	Total award amount paid equally in fall and spring quarters
7	Total award amount paid equally across months October – June
8	Total award amount paid UNEQUALLY across QUARTERS
9	Total award amount paid UNEQUALLY across MONTHS

UCLA Financial Aid & Scholarships

CANCELED AWARDS: To cancel a student's entire scholarship award, please follow the example provided below. Be sure to indicate the total as 0.

UID	LastName	FirstName	AwdPer	PayCode	RH	Jul	Aug	Sep	Oct-Fall	Nov	Dec	Jan-Wtr	Feb	Mar	Apr-Spr	May	Jun	Total	Account	Fund	Sub	Project	CC	Object	Dept.	Fund name
005112334	BRUIN	JOSIE	21A															0	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP

REVISED AWARDS: If you decide to increase or decrease a student's award, please follow the example below (you only need to include the downward revision line or the upward revision line)

ACTION	UID	LastName	FirstName	AwdPer	PayCode	RH	Jul	Aug	Sep	Oct-Fall	Nov	Dec	Jan-Wtr	Feb	Mar	Apr-Spr	May	Jun	Total	Account	Fund	Sub	Project	CC	Object	Dept.	Fund name
ORIGINAL AWARD	005112334	BRUIN	JOSIE	21A	0					300			300			300			900	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
DOWNWARD REVISION	005112334	BRUIN	JOSIE	21A	0					200			200			200			600	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP
UPWARD REVISION	005112334	BRUIN	JOSIE	21A	0					400			400			400			1200	770000	20095	05	84106		7501	9080	FAS GENERAL SCHOLARSHIP

Submission:
1. Submit one scholarship per line per student. Verify all student information is correct - -UID and name.
2. Prior to submission, verify the student's citizenship status. International students, who hold an F1 or J1 visa, must complete GLACIER prior to the submission of this form. Otherwise, awards _will be delayed_.
3. Verify the account-fund-sub-object-project-cc-object-dept is correct. Dept. refers to your 4-digit FS Code used to identify your department.
4. Any incomplete forms will be returned to you and will not be processed.
5. **The UCLA Undergraduate Scholarships Upload Form will be processed daily**.   We ask that departments submit one form per day.

Submit your completed 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.