**Request for New Scholarship FAMIS Account or Compass Fund Code (College Station, Galveston & HSC)**

***** This process can take anywhere between 5 - 7 business days to complete depending on the time of the year *****

***** Failure to complete this form in its entirety will cause delays in account or fundcode set up *****

**Date** __________  
**Department** ___________________________  
**Dept. Code** _________

**Select Type(s) of Request:** 
New FAMIS Account number ☐  
New Compass Fund Code ☐

**Name of Fund** ___________________________ 
**Department or College Contact Name** ___________________________ 
**Telephone** ( ) ___________________________  
**Email Address** ___________________________  
**Mail Stop** ___________________________  
*(Example: Fall ’14=201431, Spring ’15=201511)*

**PLEASE INCLUDE THE FOLLOWING INFORMATION CONCERNING YOUR NEW ACCOUNT AND/OR FUND CODE**

FAMIS Acct number *(Circle one)*:  
02  
10  
23  
- ___________________________  
- ___________________________

(account numbers should begin with the campus code - 02 for College Station, 10 for Galveston and 23 for the Health Science Center; followed by the account number and a sub-account if available. If there is no sub-account, enter "00000" - 5 zeroes)

**FAMIS Acct Function Code** ___________________________

Is this a **fellowship** or a **scholarship**?  
☐ SCHOLARSHIP OR  
☐ FELLOWSHIP

How should funds be paid:  
☐ Lump Sum *(once per semester)* OR  
☐ Multiple Disbursements *(monthly)*

Please check **one scholarship** type:  
☐ 5910 Undergraduate  
☐ 5915 Graduate  
☐ 5920 Professional

OR  
☐ 5928 Pass-thru Scholarship *(Only for funds received from outside of Texas A&M and students are selected by that entity)*

Indicate the maximum individual award **amount** *(per year)* of this fund:  
$ __________________

Indicate the maximum number of **semesters** that fund is awarded to an individual student *(# of semesters: 8, 4, 2, 1)*  
_________________________

Indicate the **minimum enrollment** a student must carry in order to receive this fund:  
☐ Full-time  
☐ 3/4 time  
☐ 1/2 time  
☐ Less than 1/2 time

Qualified for a non-resident tuition waiver *(NRW)*?  
☐ YES  
☐ NO

*(Must be awarded through a competitive process and open to both Texas residents and non-residents. If you answered yes, you will receive a "certification" of competitive scholarship awarding form for the department to certify that the scholarship is competitive. The form will be sent to the department after the fund code is set up to be signed and returned to our office. This form is used for our final review of the documentation before approval and set up are complete.)*

**Funding Source Information:**

**Source of funds?**  
☐ Acct #: ___________________________  
at:  
☐ Fiscal Endowment *(S)*  
☐ Other TAMU Funds

☐ Association *(A)*  
☐ Foundation *(F)*

Other: ___________________________

If funds are from a donor:  

Does the donor of this fund wish to remain anonymous?  
☐ YES  
☐ NO

Is the donor of these funds deceased?  
☐ YES  
☐ NO

Are Grades to be sent to the donor?  
☐ YES  
☐ NO

Are Thank You Letters to be sent to the donor?  
☐ YES  
☐ NO

Is this fund's recipient selected by the donor?  
☐ YES  
☐ NO

May a student receive these funds if enrolled less than minimum requirement due to Co-op, Internship, Study Abroad or being in the final semester before graduation?  
☐ YES  
☐ NO
Are there specific criteria for awarding this fund? (RS) (Is it restricted in any way?)  □ YES (specific)  □ NO (Unspecified)

(If “Yes” was selected, please indicate or describe your criteria for all possibilities listed below. Use n/a if it is not applicable)

Academic Achievement  □ YES  □ NO
Classification: 

College Code: 
    Major Code: 
    Department Code: 

Classification (as a preference only):

Completed Hours: 

Corps of Cadets:  □ YES  □ NO

Country of Residence: 

County:

Enrolled Hours:  □ Full-time  □ 3/4 time  □ 1/2 time  □ Less than 1/2 time

Extracurricular Activities:  □ YES  □ NO

Financial Need:  □ YES  □ NO

Good Standing with TAMU  □ YES  □ NO

GPA Requirement:

High School: 

High School County:

High School State:

Other: 

State of Residence: 

Worthy and Deserving?  □ YES  □ NO

Please forward this completed form and a copy of the gift agreement (if applicable) for processing to Scholarships & Financial Aid at 1252 TAMU. You will be notified when the new FAMIS account and/or Compass fund code are set up.

For Scholarships & Financial Aid Only:

Fund Code: 
Detail Code: 
Date: 
Initials: 

☐ Certification of Competitive Scholarship  ☐ Gift Agreement Attached  ☐ Need Based