

If you have received any outside scholarships (those not awarded from UNK), you must inform UNK. **HERE'S AN EASY PROCESS.**



# HOW TO REPORT OUTSIDE SCHOLARSHIPS

**1** Log into your MyBLUE account at [myblue.nebraska.edu](http://myblue.nebraska.edu).

Go to "Financial Aid" in the left-hand menu.

**Financial Aid** Monday May 13, 2024

Home / Financial Aid

Academic Year 2024-2025

[Accept/Decline Offers](#)

### Offers

Scholarships and Grants		Fall	Spring	Total
Susan Thompson Buffett Sch (A)	Offered	\$4,725.00	\$4,725.00	\$9,450.00
	Accepted	\$4,725.00	\$4,725.00	\$9,450.00

### Cost of Attendance

The Cost of Attendance (COA) is an estimate of what it costs a typical student to attend UNK for one academic year. Don't be startled by the COA you see because it does not only include tuition; it takes into account basic living expenses you may have. Learn more about how UNK creates a COA estimate in the [View Cost of Attendance](#) tab.

Direct Costs	\$21,672.00	<a href="#">Details</a>
Indirect Costs	\$5,754.00	<a href="#">Details</a>

### Estimated Net Cost

The Estimated Net Cost is an estimate of costs you may have after scholarships and grants have helped cover your estimated Cost of Attendance. This is not your UNK bill.

Direct + Indirect Expenses	\$27,426.00
Gift Aid Awarded	\$9,450.00
<b>Estimated Net Cost</b>	<b>\$17,976.00</b>

[Upload Documents](#)

#### TO DO

2024-2025 Financial Aid Required

- Dependency Override Follow Up
- Rejected ISIR - Action Needed

#### COMMUNICATIONS

- Financial Aid Info Needed
- Action Needed for Official SAJ

#### RELATED LINKS

- [Outside Scholarship Form](#)
- College Financing Plan Unavailable

#### CONTACT US

Office of Financial Aid  
University of Nebraska at Kearney  
Memorial Student Affairs Building  
(308) 865-8520  
[fnad1@unk.edu](mailto:fnad1@unk.edu)

**2** Click on "Outside Scholarship Form."

**3** Complete the Student Information section; click "Next."

### Outside Scholarship

- Scholarship Information
  - Student Information
  - Scholarship Award Period
  - Scholarship Award Information
- Scholarship Details
  - Enrollment Verification
  - Distribution of Scholarship
- Final Instructions
  - What you need to know

#### Scholarship Information

##### Student Information

First Name

Last Name

##### Scholarship Award Period

Select when the scholarship will be used. Required

Financial Aid Year 2023-2024

Financial Aid Year 2024-2025

Summer 2024

##### Scholarship Award Information

Name of Scholarship Required

Amount of Scholarship A. Required   
Enter the award amount - (dollars for the award period selected above)

[Next](#)

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[Next](#)

**4** Complete the Scholarship Information section; click "Next."

### Outside Scholarship

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#### Final Instructions

You must click on the submit button at the bottom of this page for our office to receive the information you entered.

##### What you need to know

According to UNK policy, scholarship checks that are made payable to UNK, whether solely or co-payable to UNK and the student, MUST be deposited into the student's UNK account and not given directly to the student.

Scholarship checks should be mailed to:  
University of Nebraska at Kearney  
2510 11th Avenue  
Office of Financial Aid  
Kearney, NE 68849  
Attn: Scholarship Coordinator

[Back](#) [Submit](#)

**5** Scholarship funds must be deposited into the student's UNK account and not given directly to the student. Click "Submit."

# HOW TO REQUEST ENROLLMENT VERIFICATION

## PROOF OF ENROLLMENT MAY BE NEEDED FOR AN OUTSIDE SCHOLARSHIP.

Many scholarship donors require proof that you are enrolled at UNK before they send us the money.

**Note:** It is the student's responsibility to provide their enrollment verification to the donor.

The screenshot shows the MyBLUE interface. On the left is a navigation menu with items: Home, Enrollment (highlighted with a yellow arrow), Course Catalogs, Search for Classes, Schedule of Classes, Enrollment Verification (highlighted with a yellow arrow), Academics, Financial Aid, Student Accounts, Admissions, Tools, Forms, and Profile. The main content area is titled 'Enrollment Verification' and includes instructions to obtain a letter, a selection of information to include (with checkboxes for 'Include My Program and Plan', 'Include SSN on Report', 'Include My Earned Degrees', and 'Include My Term and Cumulative GPA'), a 'From Term' dropdown menu set to 'Fall 2024', and a 'View Report' button. Red lines connect the 'View Report' button to step 5 and the 'Include My Term and Cumulative GPA' checkbox to step 4.

- 1 Log into your MyBLUE account at [myblue.nebraska.edu](http://myblue.nebraska.edu).
- 2 Go to "Enrollment" in the left-hand menu.
- 3 Then select "Enrollment Verification."
- 4 Check the boxes of categories you want to include in your Enrollment Verification letter.
- 5 Select the term from the drop-down menu. Choose a specific term or "All Terms." Then click "View Report." **This will take several minutes to run.**

You will receive a PDF that you can print or email to your scholarship donor.

Example of letter when one term is chosen.

The example letter is titled 'Enrollment Verification as of 04/25/2024'. It includes fields for Name and ID Nbr. The 'Current Program of Study' section shows: Career: Undergraduate; Academic Program: Arts and Sciences; Exp Comp Dt: [redacted]; Academic Plan: Language Arts 7-12 Field; Degree: BAED; Declare Dt: [redacted]; Sub-Plan: [redacted]. The 'Enrollment History' table is as follows:

Term	Career	Begin Date	End Date	Units	Status
Spring 2024	UGRD	01/02/2024	05/17/2024	13.00	Full-time

The letter includes a signature of Lisa Neal, University Registrar, and an official seal. The footer contains contact information for the Office of the University Registrar.



University of Nebraska Kearney

**OFFICE OF FINANCIAL AID**  
Memorial Student Affairs Building  
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308.865.8520 • Fax: 308.865.8096  
[finaid1@unk.edu](mailto:finaid1@unk.edu)

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