Log into your MyBLUE account at myblue.nebraska.edu. Go to “Financial Aid” in the left-hand menu.

1. Log into your MyBLUE account at myblue.nebraska.edu. Go to “Financial Aid” in the left-hand menu.

2. Click on “Outside Scholarship Form.”

3. Complete the Student Information section; click “Next.”

4. Complete the Scholarship Information section; click “Next.”

5. Scholarship funds must be deposited into the student’s UNK account and not given directly to the student. Click “Submit.”
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.

1. Log into your MyBLUE account at 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.