



**REQUEST TO ESTABLISH SCHOLARSHIP/FELLOWSHIP**

**AS498**

*(Excluding LSU Foundation)*

Request Date \_\_\_\_\_

LSU Account # \_\_\_\_\_  
*(To be established by Accounting Services)*

Requested by \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Check all that apply:

	TRX Code <i>LSU Students</i>	TRX Code* <i>Non-LSU Students (Obj Code 6680)</i>
--	---------------------------------	--

<input type="checkbox"/> Graduate Fellowship – (6630) – SAE		
<input type="checkbox"/> Undergraduate Fellowship – (6680) – SAE		
<input type="checkbox"/> Scholarship – Cash Award – (6640) – SAE		
<input type="checkbox"/> Scholarship – Tuition/Fee Exemption – (6640) – ABS		

*\*For students not required to be enrolled as a condition of award or non-LSU students*

Criteria \*\*

Name of Scholarship/Fellowship	
College	
Department	
Student Classification	Major
GPA (For Original Award)	GPA (To retain)
Number of Semesters/Years Student can receive Scholarship/Fellowship	Full-time required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Awarded	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Full Year
Other Requirements	
Amount	

**\*\* Documentation of scholarship criteria and other donor restrictions must be attached.**  
**\*\* For sponsored agreement accounts, documentation of fellowship criteria must be maintained by the department.**  
**\*\* If unrestricted funds are to be used, Board of Supervisors' approval must be attached.**

Approved by \_\_\_\_\_

Department Head	Printed Name	Date
_____	_____	_____
Dean	Printed Name	Date
_____	_____	_____

Graduate Fellowship Only

Graduate School	Printed Name	Date
_____	_____	_____

**Routing:**

Graduate Fellowship:	Dept → Dean → Graduate School → SPA → Student Aid → Bursar Operations
Undergraduate Fellowship:	Dept → Dean → SPA → Student Aid → Bursar Operations
Scholarship – Cash Award:	Dept → Dean → SPA → Student Aid → Bursar Operations
Scholarship – Tuition/Fees:	Dept → Dean → SPA → Bursar Operations → Student Aid