

**Instructions for sending an “Outside Scholarship” check to  
Stephen F. Austin State University**

An “Outside Scholarship” is a scholarship awarded by an individual(s) or organization (e.g., church, school, civic club) to a Stephen F. Austin State University (SFA) student.

**Place student’s name and SFA ID number or date of birth on the check to ensure proper credit.**

If check is payable to the student only, or jointly to the student and Stephen F. Austin State University:

The student must hand-deliver the check to the Controller’s Office so that the student can endorse it. The Controller’s Office is located down the hall from the SFA Business Office, on the 2nd floor of the Austin Building.

If check is payable to Stephen F. Austin State University only:

Mail the check to the address below or hand-deliver it to the Controller’s Office. The Controller’s Office is located down the hall from the SFA Business Office, on the 2nd floor of the Austin Building.

The mailing address is:

Stephen F. Austin State University  
Controller’s Office  
Attn: Outside Scholarships  
P.O. Box 13035  
Nacogdoches, TX 75962

NOTE: SFA does not mail receipts for Outside Scholarship checks. Instead, the cancelled check will serve as the receipt for the individual or organization who wrote the check. The student may view the Outside Scholarship posted on his/her SFA bill through mySFA.

Questions about Outside Scholarships? Call the SFA Controller’s Office at (936) 468-2303.