

# Submitting a thank you letter in Scholarship Universe (required):

1. Log in to **Scholarship Universe** with your NetID and password at [scholarshipuniverse.arizona.edu](http://scholarshipuniverse.arizona.edu)
2. Click **Submit Thank You Letter** in the **Your To-Do's** section.
  - a. You can also navigate to Documents > Thank-yous
3. Click **Need to Submit** for your applicable scholarship(s).
4. Enter the body of your thank you message, select the sign off line you prefer, enter your signature, and click **Submit**.

**NOTE:** All thank you letters are reviewed by CALS staff for completeness. After your letter is reviewed and approved, you will receive a notification email from Scholarship Universe. After your thank you letter has been approved, CALS staff will add the scholarship onto your financial aid account. It may take a few days before the scholarship is reflected on your UAccess Student Center.

THE UNIVERSITY OF ARIZONA

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## SCHOLARSHIP UNIVERSE

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**[Thank-yous \[2\]](#)**

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Congratulations! Listed are scholarships you have been offered that require a thank you letter.

Click on the Status column links to create, edit, submit, and view your letters.

Source	Scholarship Name	Award Year	Award Amount	Requested	Status
Agriculture and Life Sciences	C. R. Krimminger Scholarship	Academic 2016-2017	1000.00	07/01/2016 11:59 PM	<a href="#">Need To Submit</a>
Agriculture and Life Sciences	Ruth Cowden Scholarship (NUSC)	Academic 2016-2017	1019.00	07/01/2016 11:59 PM	<a href="#">Need To Submit</a>

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# What should I write in my thank you letter?

Somewhere there is a donor—a donor who believes in higher education and who believes in you even though you may never have met—who made your award possible. That donor would appreciate learning about you, the recipient of an honor made possible by the donor’s generosity. Of course you will say “thank you.” But what else will you say?

This document offers some general guidelines for writing to your donor. You may want to add your own personal touch.

Your personal note of thanks is more than good manners. Hearing from you will assure the donor, in a way nothing else can, that his or her investment in the University of Arizona—and in you—is meaningful and appreciated.

## **A few tips for your thank you letter:**

- Mention the name of the scholarship in your letter.
- Express your gratitude for the scholarship. Use the words “thank you.”
- You may want to include information about yourself such as your major, your hometown, your special interests, your campus activities, your goals, or why you selected the University of Arizona.
- Tell the donor how the scholarship will help you—particularly how it will help you reach your goals.
- Be clear and concise.