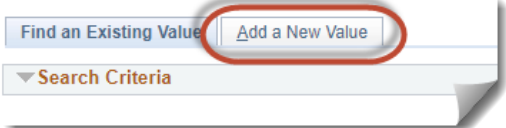
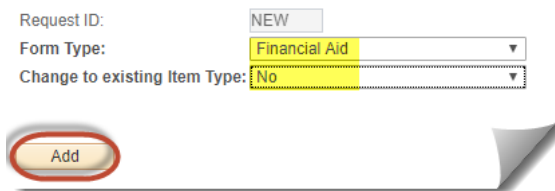
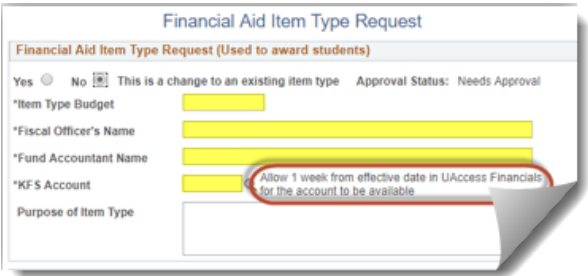
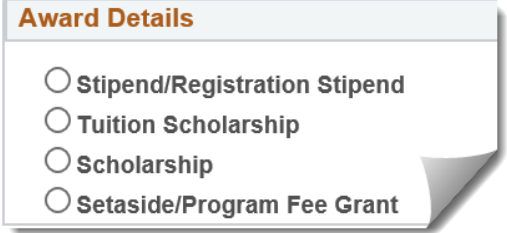



| Step | Action |
|------|---|
| 1. | To begin, log into UAccess Student as Administrative Staff (https://uaccess.arizona.edu/) |
| 2. | Use the Navigator in the top right corner to navigate to Student Financials > Tuition and Fees > UA University Fees > UA Item Type Request Form |
| 3. | Choose Add a New Value  |
| 4. | <p>Select Financial Aid as the Form Type</p> <p>Select No for Change to existing Item Type</p> <p>Click Add</p>  |
| 5. | <p>Fill in all required fields</p> <p>Enter the estimate of funds to award per year for the Item Type Budget</p> <p>Enter the KFS Account (must be active in UAccess Student)</p> <p>Add a note to the Purpose of Item Type field if you are intending for the item type to pay Online, Distance, or Community Campus tuition</p> <p><i>Note: It can take up to one week from the effective date in UAccess Financials for the account to be available</i></p>  |
| 6. | <p>Under Award Details, select the appropriate award type</p> <p><i>Tuition Scholarship and Scholarship item types require a signed copy of the endowment agreement with scholarship specifications. Stipend/Registration Stipend item types are set up in pairs per a single request. If an insurance item type is also needed, request it in the Purpose of Item Type field.</i></p>  |
| 7. | <p>To add a comment, enter it in the New Comment field</p> <p>The comment will be added once you Save or Submit the Item Type Request</p> |
| 8. | <p>Click Submit to request the approval, or Save to submit the request later</p>  |
| 9. | <p>E-mail notifications will be sent to the requestor as Financial Aid, FSO, and Budget Office approve the request and the item type is finalized</p> <p>To review the status of your request, navigate to Navigator > Student Financials > Tuition and Fees > UA University Fees > UA Item Type Request Management.</p> |

Questions? Email osfa-deptaskaid@email.arizona.edu

External Awards Training Guide: Link [Training Guide](#)

Enroll in the FA External Awards course: Link [Enroll Using UAccess Learning](#)