



HOFSTRA
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Third Party Payment Checklist

Student's Name: _____ **ID#:** _____

If you are receiving an outside scholarship or payment from a third party organization or agency, please use this checklist as a guide to ensure timely processing. Documents must be submitted **prior** to the semester payment due date.

Deadlines by term can be found at: hofstra.edu/deadlines.

_____ Complete a FERPA authorization for each agency.

_____ Provide an official award letter from the organization or agency that will be submitting a payment towards your balance. The letter should include:

- The semester(s) the payment/award will cover.
- The charges the funds cover (Tuition, fees, housing, meals, etc.)
- Contact information for the organization.

_____ If the organization requires a transcript, please submit your transcript to the organization in a timely manner.

_____ If the organization needs a W-9 from the University, an official request should be sent to **Bursar3rdParty@hofstra.edu**.

Official award letters or questions can be sent to **Bursar3rdParty@hofstra.edu**. Scholarship checks should be made payable to *Hofstra University* and mailed to:

Hofstra University
Office of the Bursar/Student Accounts
205 Memorial Hall
126 Hofstra University
Hempstead, NY 11549-1260

You can contact your student financial services counselor at
sfs@hofstra.edu or **516-463-8000**.