Office of Financial Aid and Scholarships
Scholarships & Stipends Payment Request Website

The Scholarships & Stipends Payment Request website http://www.ofas.uci.edu/srequest/ is used by departments at UC Irvine to submit scholarships, awards, prizes and/or stipend payment requests for students.

This website may not be used to request for payment for travel or reimbursements for purchases such as project research materials.

How do I gain access to requests for Scholarships and Stipend payments via the website?

- A department must first be granted access by the Office of Financial Aid and Scholarships in order to “Sign in” to use the Scholarships & Stipends Payment Request website. The department staff member who will need access to the website must first click on “Get a Login” on the Scholarships & Stipends Payment Request website: http://www.ofas.uci.edu/srequest/

- Once the department staff member clicks on “Get a Login” a PDF of the Request for Log On Form will be made available. The department staff member can email or fax the completed form to scholarships@uci.edu or Fax: (949) 824-4876.

Questions? Please contact the Scholarship Coordinator in the Office of Financial Aid and Scholarships at extension 4-9182 or at scholarships@uci.edu.
Once the information from the Request for Log on Form is inputted and submitted online, the scholarships staff will then email the department staff member to inform them that they now have access to the website. The department staff member is informed that they can now click on “Sign in” using their UCNetID and Password to input scholarship/stipend payment requests for students.
How do I request an award payment?

- Once the department staff member signs into the website, they will be asked to complete information for the desired award payment request.

**Note:** If this is the first time a scholarship/stipend is being inputted, the department must first click on the “ADD” icon to complete a Selection Criteria Form regarding the new award. The Selection Criteria Form ensures that departments are adhering to Prop 209 guidelines when selecting students for the scholarships/stipends. Departments will need to answer questions to confirm that race, gender, ethnicity and national origin are not factors included in the selection process of students. Once the Selection Criteria Form is completed, an email is automatically sent to the Office of Financial Aid and Scholarships who will review and verify the form. After submitting the Selection Criteria Form, the new scholarship name will now be added to the drop down box as a selection choice.
The next step is for the department staff member to input information about the students who will be receiving the awards. Departments can note any special requests that they may have in regards to the awards.

Please note: Requests will be processed within 5 business days. Inaccurate account information submitted by departments will delay the payment processing.

Once the “Next” button is clicked, a confirmation screen will appear showing the payment request that has been submitted. The payment request will be automatically emailed to the Office of Financial Aid and Scholarships for processing. A copy of the payment request will also be emailed to the department staff member for their records.