Sponsored Students

Information and Instructions
Contacts at ISU

International Students and Scholars Office
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Accounts Receivable
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Student and Scholar Insurance Program
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OVERVIEW

- Financial Guarantees/Terms of Appointment
- On-Campus Employment
- Invoicing and Billing
- Health Insurance Waivers
- Academic Transcripts/Enrollment Certificates
International Students and Scholars Office

- Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
- Room 3248 Memorial Union
- 515-294-1120
- isso@iastate.edu
- http://www.isso.iastate.edu/
Definition of a Sponsored Student

• How does ISU know if you are a sponsored student?

  – Funding source listed on your I-20 or DS-2019
    • However, some I-20 or DS-2019 forms do not list funding from a sponsor because the document was issued before the funding was approved

• If your I-20 or DS-2019 only lists personal or family funds, please contact ISSO to change the funding category on your immigration document if you are a sponsored student
Origin of Funding

• A sponsor requests an invoice to be sent to them for payment of your tuition and fees. This funding can come from:

  – Your home government
  – Some Fulbright grants
    • Refer to your Terms of Appointment and Special Instructions
  – Some universities in your home countries
  – Some third party sponsors
Providing your Financial Guarantee

- The **Student** provides copy of their Financial Guarantee/Terms of Appointment to ISSO

  - Latest date to submit?
    - First guarantee: First Friday of the semester
    - Program Extensions: 2 weeks before the last day listed on your financial guarantee

  - Where and how to submit?
    - ISSO’s Cystart: [https://cystart.its.iastate.edu/istart/controllers/start/start.cfm](https://cystart.its.iastate.edu/istart/controllers/start/start.cfm)
      - Select F-1 or J-1 Student Services and then complete the “Sponsored Students” e-form
    - Must be submitted every time you receive a new FG/TOA
On-Campus Employment

• Are sponsored students eligible?
  – Each sponsor makes this determination
  – Review documentation provided to you by your sponsor

• J-1 students who are sponsored students
  – Request and obtain request written authorization from your program sponsor for on-campus employment
    • Fulbright students must contact the administrator for their J program: IIE, AMIDEAST, LASPAU
    • USAID students must contact USAID
Accounts Receivable Office

- Hours are 8:00 a.m. to 4:30 p.m., Monday through Friday
- Room 0880 Beardshear Hall
- 515-294-7388
- ubill@iastate.edu
- http://www.ubill.iastate.edu/
Billing Your Sponsor

• What can be billed to my sponsor?
  ▪ Tuition
  ▪ Mandatory Fees
    ▪ Activities, Services, Building and Recreation fee
    ▪ Technology Fee
    ▪ Health Fee
    ▪ Health Facility Fee
  ▪ Other fees which are commonly billed to sponsors
    ▪ Thesis Fee (Graduate Students)
    ▪ Graduation Fee
    ▪ Intensive English Program Fees
  ▪ Other fees which may be billed to sponsors
    ▪ Health Insurance Fee
Billing Your Sponsor

• Why does my U-bill show I owe tuition and/or fees?
  • The process of identifying a student in the U-Bill system as being sponsored takes time.

• Why isn’t a particular tuition related fee covered?
  • Only items that are identified on the Financial Guarantee will be billed to the sponsor.
  • Many sponsors require prior authorization for online courses and certain foreign language classes. Please correspond with sponsor prior to registering for these type of classes.

• Why do I keep getting emails stating that I have a U-Bill?
  • Not all items that can be charged to your U-Bill are the responsibility or covered by your sponsor.
  • You should check your U-Bill on AccessPlus every month to reassure that your account is in good standing with the University.
  • If you have questions about your U-Bill, please contact the Accounts Receivable Office.
Student and Scholar Insurance Program

• Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Open at 9:30 a.m. on Wednesday.

• Room 3810 Beardshear Hall

• 515-294-4800

• sship.hr.iastate.edu
ISU Mandatory Health Insurance

• The ISU Student & Scholar Health Insurance Plan is mandatory for all registered international students

• Some sponsored students may be eligible to request an insurance waiver if your tuition and fees are paid directly to ISU by:
  • Your home government and your home government has purchased your health insurance
  • A qualifying U.S. or International Organization (Example: Fulbright)
ISU Mandatory Health Insurance

• How to submit the waiver request:
  – Visit Iowa State University’s International Student Health Insurance website
    • Access Waiver Form via sship.hr.iastate.edu/waive
  – Provide
    1. Written verification on official letterhead of health insurance coverage from a sponsoring government, U.S. or International Organization
    2. Copy of your insurance card, front and back

• Where to Submit:
  – Iowa State University Student & Scholar Insurance Program
  – Email: isusship@iastate.edu
  – Phone: (515) 294-4800     Fax: (515) 294-8226
ISU Mandatory Health Insurance

- Last day to submit health insurance waiver:
  - Within THIRTY (30) days of your arrival to ISU

- A new waiver request must be submitted each plan year!
  - Summer arrivals will submit a new request in August for the upcoming plan year (runs August to August).

- sship.hr.iastate.edu/waive
Office of the Registrar

- Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
- Room 214 Enrollment Services Center
- 515-294-1840
- registrar@iastate.edu
- http://www.registrar.iastate.edu/
Academic Information for Sponsor

• FERPA (Family Educational Rights & Privacy Act)
  – ISU can release information, which is considered public, to your sponsor
    • Dates of attendance, full or part time, etc.
  – ISU cannot release information, which is considered private, unless the student has provided authorization to release this information
    • Grades cannot be released!
    • www.registrar.iastate.edu/policies
    • http://www.public.iastate.edu/~registrar/info/ferpa.pdf

• Some information can be released via the ISSO’s Authorization for Release of Student Information form
  – Student can submit the form by completing the “Sponsored Student” e-form on Cystart
Academic Transcripts

- Printed Transcripts
- Request for Official Transcripts
  - Submitted to the Office of the Registrar
  - Request when needed
- Can also obtain an Enrollment Certificate on AccessPlus
Summary

1. Provide ISSO with a copy of your financial guarantee/terms of appointment or Authorization for Release of Student Information form

2. Consult with sponsor regarding on-campus employment

3. Check your U-Bill on a monthly basis

4. Submit request for ISU health insurance waiver to Student and Scholar Insurance Program (if eligible)

5. Send an academic transcript/enrollment certificate to your sponsor