Sponsored Students

Information and Instructions
Contacts at ISU

International Students and Scholars Office
Jessica Fincham
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Accounts Receivable
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Student and Scholar Insurance Program
Colleen Schalinske
isusship@iastate.edu 294-4800
OVERVIEW

- Financial Guarantees
- On-Campus Employment
- Invoicing and Billing
- Health Insurance Waivers
- Academic Transcripts
Sponsored Student Overview

- International Students and Scholars Office (ISSO)
- 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

  – Sometimes we receive copies of financial guarantees from sponsors, but the 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 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?**
    • In person: 3248 Memorial Union
    • By e-mail: jfincham@iastate.edu
    • By fax: (515) 294-8263
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
  – 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
Billing Your Sponsor

- 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.
ISU Mandatory Health Insurance

- Student and Scholar Insurance Program
- Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday
- Room 3810 Beardshear Hall
- 515-294-4800
- [http://www.hrs.iastate.edu/hrs/SSHIP-International](http://www.hrs.iastate.edu/hrs/SSHIP-International)
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 www.hrs.iastate.edu/hrs/SSHIP-International
  – 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:
  – The first Friday of the semester, in order to be eligible for the plan year (August to August)

• 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).

• [Website](https://hrs.iastate.edu hrs/SSHIP-International)
Academic Transcripts

- 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 of 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
Academic Transcripts

• Printed Transcripts

• Request for Official Transcripts
  – Submitted to the Office of the Registrar
  – Request when needed

• http://www.public.iastate.edu/~registrar/info/ferpa.pdf
Summary

1. Provide ISSO with a copy of your financial guarantee
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 to your sponsor