

Oklahoma State University

Office of International Students and Scholars

Information for

Sponsors of International Students

The Office of International Students and Scholars (ISS) provides special support services to sponsored students and scholars. These services are designed to reduce stress levels, ease transitions and promote sustained academic success among students. ISS manages and disburses grants and scholarships according to sponsor guidelines. Customized administrative and personal support extends beyond standard university services and is designed to meet the unique needs of sponsors and sponsored students. ISS professionals possess vast international experience, years of dedication to international student services and a commitment to ensuring the professional administration of sponsor programs.

For More Information, Contact:

Karen Sebring, Coordinator of Sponsored Student Programs

ISS, 250 Student Union, Stillwater, OK 74078, Tel: (405) 744-4549

Direct Line: (405) 744 - 6600. Email: karen.sebring@okstate.edu

<u>Contents of this Packet</u>	<u>Page</u>
Applications & Application Fees	2
Admission and Pre-Arrival Information	3
<i>English Language Institute</i>	3
<i>J-1 and F-1 Visas</i>	3
Housing	4
Arrivals- Transportation Services	4
Orientation and Ongoing Support	4
Monitoring and Reporting – Academic Progress	4
Communication & Logistical Support	5
Managing Grants & Scholarships	5
<i>Guarantee of Sponsorship</i>	5
<i>Grant Accounts and Bursar Accounts</i>	6
<i>Stipends-Living Expenses</i>	6
<i>Billing and Invoices</i>	7
<i>Payments</i>	7
<i>Taxes</i>	7
<i>Dependents of Sponsored Students</i>	8
Cultural and Educational Trips	8
Contact Information	8

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Applications & Application Fees

Please refer to the Guide to International Admissions for Application Forms. The Guide is available on the following OSU websites:

Undergraduate Admissions:

<http://union.okstate.edu/iss/UndergradAdmission/InternationalUndergraduateAdmission.htm>

Graduate Admissions:

http://gradcollege.okstate.edu/admissions/int_admissions.htm

By Mail

Sponsored student applications are expedited and tracked throughout the process. Sponsors and sponsored students may send applications directly to ISS. ISS will review a prospective student's application to see that all required documents have been received then forward the completed application to the Admissions Office (undergraduate) or Graduate College for consideration. ISS also sends a copy of the application directly to the Department Graduate Coordinator to request special attention and timely processing of the application. The Coordinator of Sponsored Students works closely with sponsors and students throughout the application review process. ISS tracks the progress of applications and facilitates communication between all departments, the sponsor and the student.

Online

If the initial application and application fee is submitted online, please indicate that this application is for a sponsored student. On the first page of the online application form applicants are asked to indicate the type of visa they plan to hold. Please select „Other“, then write “F-1 Sponsored Student” or “J-1 Sponsored Student” in the box provided. (Please see explanation about F and J visa classifications.) Once submitted, send an email to the ISS Coordinator of Sponsored Students (Karen.sebring@okstate.edu) to inform ISS that your application has been submitted. This will allow ISS to make extra efforts to expedite your application.

Application Fees

The \$75 application fee may be paid by check or credit card.

ISS can pay the application fee on behalf of sponsors who have submitted a certification of funds or a guarantee of sponsorship indicating that application fees are covered by the scholarship regardless of admission decisions. ISS will invoice the sponsor directly for this fee. (See section on Managing Grants and Scholarships.)

Admission & Pre-Arrival Information

If an applicant is deemed admissible by the University, Certificates of Admission are issued by the Admissions Office (undergraduates) or Graduate College. ISS is able to expedite this certificate and all other admission documents. At the request of the sponsor and/or student, ISS will send these documents directly to the student or sponsor via express mail. This packet includes: Certificate of Admission, an I-20 or DS-2019 form, SEVIS Fee Instructions, University Health Services immunization requirements, Student Medical History Form, and the Pre-Arrival Information Sheet describing procedures for entering the US, arrival services, orientation and information on enrollment.

If the applicant is not admissible, it could be for a variety of reasons. Students and/or sponsors may inquire about the denied admission to determine if it is advisable to re-submit an updated application and test scores. ISS is happy to provide explanation and suggest alternatives. If English Language abilities and TOEFL scores need improvement, prospective students may enroll in the English Language Institute.

The English Language Institute (ELI)

<http://ieo.okstate.edu/ieo.aspx?page=31>

The English Language Institute at OSU is an intensive English program designed to help international students attain the English proficiency necessary to enter a college or university. It is also suitable for those who may wish to learn English for business or personal reasons. ELI is a member of the prestigious UCIEP organization, a consortium of U.S. University and College Intensive English Programs. Any person with a high school diploma or its equivalent is eligible for admission. Previous English study is not required. Classes are offered in all skill areas: listening/speaking, structure, reading and composition. Individual and group programs can be arranged. TOEFL exams are given at the end of each semester.

F-1 and J-1 Visas

All international students should enter on a J-1 or F-1 visa. If sponsorship or scholarships are provided by the United States Government or another government, a J-1 visa is the appropriate category. B-2 visas are not acceptable for study at OSU. F-2 visa holders, who are dependents of F-1 visa holders, may only pursue part-time recreational or avocational studies.

Upon receiving the admission packet, the student has the responsibility of paying a SEVIS fee, making an appointment with a United States Consulate or Embassy for a visa interview, gathering all necessary documents for this interview and obtaining the correct visa to enter the USA. Please contact the US Consulate or Embassy in country or view their websites for more information.

Housing

Extensive options for on-campus and off-campus are available. Please refer to the following websites to learn more. The OSU Office of Residential Life charges rent and meal plans directly to a student's bursar account. One invoice for housing, meal plans, tuition and fees can be presented to sponsors each semester by the Office of International Students and Scholars. Please see section on Managing Grants and Scholarships (pg 5).

<http://www.reslife.okstate.edu/> <http://www.osuoffcampus.org/>
<http://www.offcampushousingguide.com/schools/osu/osu.html>

Arrivals-Transportation Services

Sponsored students will be greeted at the Oklahoma City airport and transported to the OSU campus in Stillwater. Sponsored students may also be received at the Tulsa airport. Additionally, transportation back to the airport upon completion of their program will be provided. There are no charges to the students for this transportation and assistance. These services are covered by the sponsored student services fees. Please contact karen.sebring@okstate.edu to request services.

Orientation & Ongoing Support

All new international students are required to attend and complete the ISS International Student Orientation that takes place the week before classes begin. Details about this process are included in the Pre-Arrival Information Sheet.

In addition to the standard orientation program, sponsored students receive additional individualized services and assistance. ISS assists with housing, banking services, enrollment, and communication with sponsors and family.

The Coordinator of Sponsored Students provides personal orientations for each sponsored student covering university systems, financial arrangements and account management, communication with academic advisors, immigration documents, insurance requirements, and other administrative processing. Additionally, the Coordinator provides support and counseling to the students as they begin to experience the challenges and stresses of their initial phase of adjustment. This support is provided throughout a student's academic program at Oklahoma State University.

Monitoring and Reporting – Academic Progress

Some sponsors require students to maintain certain levels of academic achievement and progress to qualify for grant renewals or continued sponsorship. After arrival, sponsored students are asked to sign a release form

for their academic progress reports. This release form gives permission to the Coordinator of Sponsored Students to obtain and release grade reports to sponsors who require updates on the student's academic progress.

If the sponsoring agency, company, institution or organization requires transcripts or periodic reporting on academic progress, we request that this requirement is included in your scholarship award document or financial guarantee document.

Communication & Logistical Support

The Coordinator of Sponsored Students serves as a liaison and central point of communication for sponsors, sponsored students, academic departments, and university administrative units. ISS routinely assists sponsored students with making calls, sending faxes, express mail packages and other important communication and documents. Required international, long-distance and local communication expenses related to the student's program are covered by sponsored student administration fees.

Managing Grants & Scholarships

Guarantee of Sponsorship/Certification of Funds – Award Documentation

The Office of International Students and Scholars, in cooperation with the Office of Grants and Contracts, is able to disburse and manage grant and scholarship funds for those students and sponsors who have submitted an award document outlining the specific items covered and any special instructions and stipulations for the particular grant. Specific dollar amounts or ceilings may be assigned or a guarantee of sponsorship for the duration of a student's academic program is also acceptable. Estimates of required expenses can be provided to you by the Office of International Students and Scholars.

The sponsorship document must be on official letterhead and include the following:

- Sponsor's full name, address and contact information
- Student's full name
- Student's degree program
- OSU listed as institution where student will pursue degree
- Duration or time limit for the award
- Description of scholarship/grant/award (see below)
- Original signature of party responsible for legally binding agreement
- Description of payment method or directions for billing with appropriate billing address. Please specify any reference numbers or information that may be required on invoices.
- Applicable academic performance and/or reporting requirements

The description of the scholarship should include the sponsor's commitment on some or all of the following expense categories:

- Application Fees
- English Language Institute (ELI) tuition/fees/test fees/supplies
- Tuition
- Required Fees
(This includes all mandatory fees, sponsored student administrative fees of \$350 per semester, and one-time mandatory fees which may include orientation fees, mandatory consumable materials provided through the university required for a lab or course and any required testing fees for TELP, SPEAK, Health Assessment, etc.)
- Health Insurance
- Books & Equipment
- On-Campus Room and Board
- Stipend for Living Expenses (room, board, transport, etc.)
- Settling-In/Computer Purchase/Misc. Expenses
- Any allowances for family members *(insurance, tuition, English training)*
- *Outreach/Online/Distance courses*
- *Concurrent Enrollments*

Grant Accounts and Bursar Accounts

Sponsored students have two accounts at Oklahoma State University. All charges and fees are charged to a student's bursar account. The student is responsible for managing this account and has full access to this account. If there is outstanding debt in this account, the student is prevented from enrollment or accessing other services until the debt is cleared. If there is a positive balance after all mandatory charges are covered each semester, refund checks are issued directly to the student for this excess.

Sponsored students are also assigned a grant account where sponsor funds or the accrual of charges to sponsors are held. This protects the sponsor's investment, allows for the appropriate and timely disbursement of funds, and relieves the students from the burden of financial management and possible enrollment delays. It also prevents students from suffering any late payment penalties since most payments requested from sponsors do not arrive until the end of any given semester. The Office of International Students and Scholars third-party billing system provides sponsors with summarized bills each semester.

Stipends – Living Expenses

Many sponsors provide a monthly stipend to students to cover their rent, utilities, food, and other living expenses. In most cases, sponsors wire this stipend directly to the student's personal bank account. However, some sponsors who issue one lump sum payment for the student's grant or scholarship request that

ISS disburse the monthly stipend checks. If you would like to request this service, please specify the amount to be disbursed monthly in your financial contract.

Billing and Invoices

ISS issues invoices to sponsors in February, June and September of each year. These invoices summarize expenses by the following categories: 1) Tuition and Fees, 2) Credits for Tuition Waivers (if applicable – graduate students with assistantships may receive non-resident tuition waivers), 3) Books and Supplies, 4) Room and Board, 5) Stipends, 6) Health Insurance, 7) Miscellaneous. If you require other documentation please discuss this with the Coordinator of Sponsored Students.

Payments

Payments are due within 30 days of the invoice dates. Payments may be made by check or wire transfer. If you prefer to make lump-sum or annual payments, we advise sponsors to send funds no later than one month after the current semester has begun. Please make checks payable to Oklahoma State University – ISS, and include the students name, ID number and invoice number on the reference line. Please note, we can not disburse funds for living allowances or miscellaneous expenses until these funds are received from the sponsor by Oklahoma State University.

Wire Transfers

If you prefer to wire funds to a grant account, please use the following information:

BankName: **JP Morgan Chase Bank, N.A.**

BankAddress: **100 N Broadway, Oklahoma City, OK 73102**

DOMESTIC WIRES:

BankRouting/ABANumber: **103000648**

INTERNATIONAL WIRES:

BankRouting/ABANumber: **021000021**

AccountName: **State of Oklahoma** (for Oklahoma State University)

AccountNumber: **627580558**

Reference: List Student's name, student ID number and/or invoice number if available

Please notify the Coordinator of Sponsored Students by e-mail that a wire transfer has been made so that it can be tracked accordingly.

Taxes

Living expenses covered in grants provided by US-based companies are taxable in the USA. The company or organization providing the grant is responsible for

withholding the tax and sending it to the government. Funds for tuition, fees, and

books are not taxable. All other expenses (travel, insurance, living allowances, etc.) are taxable. Funds provided by foreign organizations, companies and institutions with tax accountability in their own countries are not taxable in the USA.

Dependents of Sponsored Students

If you plan to support the sponsored student's spouse and/or children in any way, please specify this in your award letter. An example would be providing health insurance coverage for the student and his dependents or perhaps paying English Language course fees for a spouse. We are unable to disburse funds for the support of dependents unless it is specified in the description of the student's award. If you are interested in English Language courses for a spouse, please contact the OSU English Language Institute.

Cultural and Educational Trips

To supplement the vast array of on-campus cultural and recreational events and opportunities, special monthly off-campus trips are organized for sponsored students. These excursions have included trips to museums, historical sites, rodeos, shopping trips, outdoor recreation activities and tours of major factories throughout Oklahoma. Special gatherings for sponsored students and key supporters and advisors of sponsored students are also arranged. Transportation is provided by ISS at no cost to the student. Most other expenses are covered by ISS, event hosts and co-sponsors representing state agencies and private industry.

Contact Information

For additional information on arranging services for your sponsored students, please contact:

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250 Student Union
Stillwater, OK 74078

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