

2015-2016 SCHOLARSHIPS & GRANTS FOR INTERNATIONAL STUDENTS CHECKLIST

This checklist is designed to assist you in understanding all the steps associated with receiving a scholarship/grant from the University of Kansas. Additional steps may be necessary for any fellowships, assistantships (GTA/GRA/GA), sponsorships, or scholarships received from sources outside of the University of Kansas.

STEP 1 APPLY FOR SCHOLARSHIPS AND GRANTS

PROSPECTIVE STUDENTS: Some KU academic departments offer scholarships to first year international students. Candidates for scholarships will be notified only after they have been admitted to KU. International graduate students will be notified by their academic program. The Office of International Recruitment and Undergraduate Admissions offers a limited number of partial, merit-based scholarships for new undergraduate international students. If a student is eligible for consideration for a departmental award, International Undergraduate Admissions will forward the student's application to the applicable department(s). For more information, please visit the IRUA website at admissions.ku.edu/international. Students may be required to complete the International Student Need Analysis Worksheet (ISNAW) (see Step 2).

CURRENT STUDENTS (SCHOLARSHIP OPPORTUNITIES): Current KU international students may inquire about available scholarships by checking with their academic department. Scholarship requirements, deadlines, and application processes vary by department. Students may be required to complete the International Student Need Analysis Worksheet (ISNAW) (see Step 2).

CURRENT STUDENTS (TUITION GRANT): Undergraduate and Graduate level international students are eligible to apply for the **KU International Student Tuition Grant (KUISTG)**. You must be a student for one full academic year before you can be considered for the KUISTG. To apply, you must complete the International Student Need Analysis Worksheet (ISNAW) (see Step 2) and submit it to the Financial Aid and Scholarships (FAS) office.

CURRENT STUDENTS (CHILDCARE GRANT): International students are also eligible to apply for the **EOF Childcare Grant**. This grant is available to students who have a child 5 years of age or younger in daycare and meet other eligibility criteria. To apply, you must submit a completed ISNAW (see Step 2) to FAS as well as a complete *Childcare Grant Application and Budget Adjustment Request* form. The application for this grant typically becomes available in early September and the priority deadline is usually mid-September.

STEP 2 COMPLETE THE INTERNATIONAL STUDENT NEED ANALYSIS WORKSHEET (ISNAW).

Complete the 2015-2016 ISNAW if you are an international student applying for a need-based scholarship, the KU International Student Tuition Grant (KUISTG), or the EOF Childcare Grant. The ISNAW is located on the Financial Aid and Scholarships (FAS) website at www.affordability.ku.edu/forms/. Eligibility for scholarships and grants cannot be determined until you have a complete ISNAW on file.

STEP 3 ACCEPT SCHOLARSHIP(S).

If you are accepting a scholarship, contact the department offering the scholarship to confirm you will accept the award. If you are being awarded multiple scholarships, there may be different steps required to accept each one. Refer to your award letter(s) to determine which department(s) you need to contact. Be sure to respond by the appropriate deadline(s) to accept or decline your scholarship(s).

STEP 4 ACADEMIC DEPARTMENT SENDS THE NOTIFICATION OF SCHOLARSHIP ACCEPTANCE TO FINANCIAL AID & SCHOLARSHIPS.

STEP 5 FAS NOTIFIES THE BURSAR'S OFFICE OF THE AID AWARD IN ORDER TO HANDLE POSSIBLE TAX ISSUES.

Scholarships/grants/fellowships received by international students may be subject to federal and state income tax. The University of Kansas utilizes an online software system, called GLACIER, which analyzes each person's individual tax situation.

You should be contacted by GLACIER via email from support@online-tax.net. You will also be contacted by the Bursar office staff with additional instructions for submitting your paperwork. You will need to follow the instructions provided and enter your personal information directly into the GLACIER online system. After you have completed GLACIER, you must then print

each document and submit them, along with the required documents listed at the bottom of the GLACIER Tax Summary page, to the Bursar's Office. The Bursar's Office may be required to withhold part of your scholarship for federal and state taxes. If any money is withheld for tax purposes, a charge will appear on your student account in Enroll & Pay as *NRA Tax Withholding*. By March of the following year, you should receive a form 1042-S from the State of Kansas, which you can then use to assist you in preparing your federal and state income tax returns.

STEP 7 OBTAIN YOUR SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

Before the scholarship/grant/fellowship will be released, you must have a Social Security Number or an Individual Taxpayer Identification Number (ITIN). Only certain international students are eligible for U.S. Social Security Numbers. If you are not eligible for a Social Security Number, you will need to apply for an ITIN.

You will need a certified copy of your passport to present to the certifying agent to assist you in applying for an ITIN. Contact Legal Services for Students Office (Burge Union, room 312) or call (785) 864-5665 to schedule an appointment. They can help prepare the necessary forms and apply for an ITIN on your behalf.

Note: You must be enrolled BEFORE your scholarship(s)/grant(s)/fellowship(s) can be applied to your student account and you MUST have completed the GLACIER online tax analysis and submit it to the Bursar's Office. The Financial Aid and Scholarships (FAS) office cannot release funds to a student until authorization is provided by the Bursar's Office. Scholarships/grants/fellowships will be posted as follows:

| | | |
|---|--|--|
| Fall Semester: After August 1st | Spring semester: After January 1st | Summer semester: After May 1st |
|---|--|--|

STEP 8 AUTHORIZE ELECTRONIC FUNDS TRANSFER (EFT).

Complete the **Direct Deposit Authorization** form, which allows financial aid, refunds, and/or other credit balances to be electronically deposited into your bank account. You may complete the form online in Enroll & Pay at <https://sa.ku.edu> (Student Center > Finances > Set Up Direct Deposit).

STEP 9 UPDATE YOUR BILLING ADDRESS.

Check to make sure your billing address is up to date. You can view/change your billing address in Enroll & Pay at <https://sa.ku.edu> (Student Center > Personal Information > Current Address).

STEP 10 UNDERSTAND YOUR TAXES.

Contact Legal Services for Students in the Burge Union for tax advice. Every international student is required to file a tax return. Tax returns are forms that must be prepared and filed with federal and state tax agencies.

CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES

| | | |
|---|---|---|
| STUDENT ACCOUNT SERVICES, Room 21/23, Strong Hall, (785) 864-3322 | | |
| stu.account@ku.edu http://student-account-services.ku.edu | <ul style="list-style-type: none"> Tuition payment plan (TMS) Direct deposit Student Account questions | <ul style="list-style-type: none"> Glacier online tax software questions Determines tax obligations |

| | | |
|--|--|--|
| INTERNATIONAL STUDENT SERVICES (ISS), Room 2, Strong Hall, (785) 864-3617 | | |
| iss@ku.edu www.iss.ku.edu | <ul style="list-style-type: none"> Questions about your Non-Resident Alien status International Student Scholarships | |

| | | |
|---|--|--|
| INTERNATIONAL UNDERGRADUATE RECRUITMENT & ADMISSIONS, Room 45, Strong Hall, (785) 864-2616 | | |
| issrecruit@ku.edu http://www.iss.ku.edu/admissions/ | <ul style="list-style-type: none"> Scholarships for newly admitted international undergraduate students | |

| | | |
|--|---|--|
| LEGAL SERVICES FOR STUDENTS, Room 312, Burge Union, (785) 864-5665 | | |
| legals@ku.edu www.legalservices.ku.edu | <ul style="list-style-type: none"> Questions about tax ID number Assistance preparing tax returns | |

| | | |
|--|---|--|
| SCHOLARSHIP RESOURCES | | |
| www.affordability.ku.edu www.fastweb.com | <ul style="list-style-type: none"> Search for scholarships | |