



## Office of Student Financial Aid

Strong Hall

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## 2007-2008 INTERNATIONAL SCHOLARSHIP CHECKLIST

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This checklist is designed to assist you in knowing all steps associated with receiving a scholarship from an academic department at the University of Kansas. Additional steps may be required for any fellowships, assistantships (GTA/GRA), sponsorships, or scholarships received from sources outside KU.

### Step 1 Apply for Scholarship(s)

\_\_\_\_\_ Prospective students: KU offers a few partial scholarships for qualified newly admitted international students. Check with the KU office administering the scholarship for eligibility requirements and deadlines. If you qualify to be considered for a scholarship, you will be informed after you have been admitted.

\_\_\_\_\_ Current Students: Current KU students may inquire about available scholarships by checking with academic department. Scholarship requirements, deadlines, and application processes vary from department to department. Go to [www.scholarships.ku.edu](http://www.scholarships.ku.edu) to apply for scholarships issued by KU.

### Step 2 Complete International Student Needs Analysis Worksheet (ISNAW)

\_\_\_\_\_ Complete the ISNAW if you are an international student applying for a need-based scholarship, the KU International Student Tuition Grant, the Athletic Special Assistance Fund, or the EOF Child Care Grant. The ISNAW is located on the Office of Student Financial Aid website at [www.financialaid.ku.edu](http://www.financialaid.ku.edu) > Forms and Information Sheets. Select the correct year and print off the form (2 pages).

### Step 3 Accept Scholarship(s)

\_\_\_\_\_ You must accept scholarships with the department that offered the scholarship. If you are being awarded multiple scholarships, there may be different steps required to accept each one. Refer to your award letter to determine which department you need to contact. Be sure to respond by the appropriate deadlines to accept or decline scholarship(s).

### Step 4 Department sends Office of Student Financial Aid notification the scholarship has been accepted.

### Step 5 OSFA notifies the Bursar's Office of the scholarship so a tax treaty analysis can be completed.

\_\_\_\_\_ If your scholarship exceeds the amount of your tuition and fees, you will be contacted by GLACIER via email at [supporttax@glacier.net](mailto:supporttax@glacier.net). Enter your information into the GLACIER tax analysis software.

\_\_\_\_\_ Turn in the required documentation from GLACIER and a copy of your scholarship award letter to the Bursar's Office. You may be eligible for reduced taxes if a copy of your award letter is provided. If scholarship exceeds tuition and fees, you may be taxed at 19%. If tax is withheld, a charge will appear on your student account as NRA Tax Withholding. You will receive a 1042-S form in January if tax is withheld.

\_\_\_\_\_ You must be enrolled before your scholarship can transfer to your student account. Fall scholarships will be posted to your account after August 1<sup>st</sup>. Spring scholarships will be posted to your account after January 1<sup>st</sup>. Summer scholarships will be posted to your account after May 1<sup>st</sup>.

## **Step 6 Complete a Direct Deposit Authorization Form.**

\_\_\_\_\_ You are encouraged to complete this form, which allows financial aid, scholarships and/or other credit balances to be electronically deposited into your bank account. This is an easy and convenient way to receive a credit balance refund. Forms are available at [www.bursar.ku.edu](http://www.bursar.ku.edu) >Forms.

\_\_\_\_\_ Update your "Billing Address" online. The billing address in the KU system is the address where your electronic funds transfer (EFT) advice will be mailed. If you do not select the direct deposit option, you will receive any excess financial aid in the form of a paper check mailed to your billing address. Navigation to change your address: <https://sa.ku.edu> > Enroll & Pay > Student Center > Personal Information. Then click on Current Address to edit your billing address.

## **Step 7 Tax Advice**

\_\_\_\_\_ Contact Legal Services for Students in Burge Union for tax advice. If taxes have been withheld from your scholarships, you will receive a 1042S form in January. You must provide this tax document when filing your taxes.

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### **CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES**

#### **KU Bursar's Office**

Room 20, Carruth O'Leary Hall  
Phone: (785) 864-3322  
Website: [www.bursar.ku.edu](http://www.bursar.ku.edu)  
Email: [bursar@ku.edu](mailto:bursar@ku.edu)

- Tuition payment plan
- Direct deposit forms
- University eBill questions
- Glacier tax software questions

#### **International Student and Scholar Services**

Room 2, Strong Hall  
Phone: (785) 864-3617  
Email: [iss@ku.edu](mailto:iss@ku.edu)

- Questions about staying legal
- International Student Scholarships

#### **ISSS International Undergraduate Admissions**

Room 17, Strong Hall  
Phone: (785) 864-2616  
Website: [www.ku.edu/~issfacts/admissions/](http://www.ku.edu/~issfacts/admissions/)  
Email: [issapps@ku.edu](mailto:issapps@ku.edu)

- International undergraduate admissions
- Scholarships for newly admitted international undergraduate students.

#### **Legal Services for Students**

Burge Union  
Phone: (785) 864-5665  
Email: [legals@ku.edu](mailto:legals@ku.edu)

- Questions about tax ID number
- Assistance preparing Taxes