
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), sponsorships, or scholarships received from sources outside of KU.

Step 1 Apply for Scholarship(s).

Prospective students: The KU International Student and Scholar Services (ISSS) Admissions office offers a limited number of non-renewable partial, merit-based scholarships for new undergraduate international students. Candidates for all international undergraduate scholarships will be notified only after they have been admitted to KU. Some KU academic departments also offer scholarships to first year students. If a student is eligible for consideration, the ISSS Admissions office will forward the student's application to the applicable department(s). For more information, please visit the ISSS website at www.ku.edu/~issfacts/. You may be required to complete the International Student Need Analysis Worksheet (ISNAW) (see Step 3).

Current Students: Current KU students may inquire about available scholarships by checking with the academic department. Scholarship requirements, deadlines, and application processes vary by department. Visit www.scholarships.ku.edu to learn more about scholarship information for KU students. You may be required to complete the International Student Need Analysis Worksheet (ISNAW) (see Step 3).

Step 2 Apply for grant(s).

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 3) and submit it to the Office of Student Financial Aid (OSFA).

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 3) to the OSFA as well as a complete *Childcare Grant Application and Budget Adjustment Request* form. The application for this grant usually becomes available in early September and the priority deadline is mid-September.

Step 3 Complete the International Student Need Analysis Worksheet (ISNAW).

Complete the 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 OSFA website at www.financialaid.ku.edu. Eligibility for scholarships and grants cannot be determined until you have a complete ISNAW on file.

Step 4 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 to determine which department you need to contact. Be sure to respond by the appropriate deadline(s) to accept or decline scholarship(s).

Step 5 The academic department sends the OSFA notification of scholarship acceptance.

Step 6 OSFA notifies the Bursar's Office of the scholarship/grant in order to determine tax residency and tax withholding obligations.

Students whose permanent residence is outside the U.S. may be subject to both Federal and State income taxes. To determine this, you must complete the substantial presence test online through Glacier.

You should be contacted by Glacier via email from support@online-tax.net. Follow the instructions provided. The Glacier program requires you to enter your personal information online. After you have completed Glacier online, print each document and submit a copy of your financial aid award package letter, as well as all of the required documents listed at the bottom of the Tax Summary, to the Bursar's Office. If your scholarship exceeds the amount of your tuition and fees, the excess may be taxable at a standard rate of federal plus state taxes. If tax is withheld, a charge will appear on your student account as NRA Tax Withholding. If tax is withheld, you should receive a 1042-S tax form early the following year for tax filing purposes.

You must be enrolled BEFORE your scholarship(s)/grant(s) can be applied to your student account and you MUST have completed the Glacier online tax analysis. The OSFA cannot release funds to a student until authorization is provided by the Bursar's Office. Scholarships will be posted as follows:

Fall semester: After August 1st Spring semester: After January 1st Summer semester: After May 1st

Step 7 Authorize Electronic Funds Transfer (EFT).

You are encouraged to complete the **Direct Deposit Authorization** 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. You may complete the form online in Enroll & Pay at <https://sa.ku.edu> (Student Center>Finances>Set Up Direct Deposit). If you do not authorize Electronic Funds Transfer (EFT), you will receive any excess financial aid in the form of a paper check mailed to your billing address (see Step 8).

Step 8 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 9 Understand Your Taxes.

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

CONTACT INFORMATION AND ADDITIONAL INTERNET RESOURCES

Bursar's Office, Room 21, Strong Hall

Phone 785-864-3322
E-mail address bursar@ku.edu
Web site www.bursar.ku.edu

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

International Student and Scholar Services (ISSS), Room 2, Strong Hall

Phone 785-864-3617
E-mail address iss@ku.edu
Web site <http://www.ku.edu/~issfacts/>

- Questions about your Non-Resident Alien status
- International Student Scholarships

ISSS International Undergraduate Admissions, Room 17, Strong Hall

Phone 785-864-2616
E-mail address issapps@ku.edu
Web site www.ku.edu/~issfacts/prospective/international

- Scholarships for newly admitted international undergraduate students

Legal Services for Students, Room 312, Burge Union

Phone 785-864-5665
E-mail address legals@ku.edu
Web site www.legalservices.ku.edu

- Questions about tax ID number
- Assistance preparing tax returns

Scholarship Resources

KU Scholarships www.scholarships.ku.edu
FastWeb www.fastweb.com

- Search for scholarships