Scholarship Posting Procedures for Departments
International Students
Last Revised: December 2021

Initial Posting Requests
1. Download the ***International Scholarship Posting Request Form*** from
   https://financialaid.ku.edu/forms-ku-scholarship-coordinators
   - Required for all new posting requests
     → Do not use form for changes or cancellations
   - Form Fields
     → Provide date submitted information
     → Complete contact information for department
     → Provide 7-digit KUID number
     → Provide 12-digit Item Type #
       ▶ 8600000xxxxx – only need last digits (after zeros)
       ▶ 85xxx0000000 – only need 85 plus digits before zeros
     → Total Award = Fall/Spring amount
     → YYYY above semesters = enter year
     → Equal Split = same amount for fall and spring
       ▶ Not equal – indicate split in fall/spring/summer columns
     → Use multiple lines for multiple Item Type numbers
     → Posting notes = FAS use only
2. Save the form for your records
3. Place the completed file in your shared folder and notify the notify FAS by emailing
   scholaward@ku.edu
4. Student information will be sent to Student Accounts & Receivables (SAR) for Tax
   Treaty Analysis (Glacier)
     → FAS will reply notifying when information is sent
     → GLACIER must be completed before scholarship is posted
       ▶ Student may be responsible for providing additional information to
         SAR to complete GLACIER
       ▶ If the scholarship is need-based the student will need to complete
         and International Need Analysis Worksheet (ISNAW) for FAS
   - SAR will contact FAS when scholarship may be posted to student's account
5. FAS will post the scholarship funds
   - Once postings are complete, FAS will e-mail a confirmation to the department rep
   - If there are any problems with the posting requests the FAS rep will contact the
     department rep to commence problem resolution

Changes & Cancellations
1. Download the ***International Student Scholarship Change/Cancellation Form*** from
   https://financialaid.ku.edu/forms-ku-scholarship-coordinators
   - Required for all changes to previously posted scholarships
     → Do not use for new posting requests

- Original Award (listed first)
  - → To complete form fields, see Initial Posting Request procedures (above)
- Change Award to (listed last)
  - → To complete form fields, see Initial Posting Request procedures (above)
  - → Do not post information on the grey line
2. Save the form for your records
3. Place the completed file in your shared folder and notify the notify FAS by emailing scholaward@ku.edu
4. Student information will be sent to Student Accounts & Receivables (SAR) for Tax Treaty Analysis (Glacier)
   - → FAS will reply notifying when information is sent
   - → GLACIER must be completed before scholarship is posted
     - ▶ Student may be responsible for providing additional information to SAR to complete GLACIER
     - ▶ If the scholarship is need-based the student will need to complete and International Need Analysis Worksheet (ISNAW) for FAS
   - SAR will contact FAS when scholarship may be posted to student's account
5. FAS will post the scholarship funds
   - Once postings are complete, FAS will e-mail a confirmation to the department rep
   - If there are any problems with the posting requests the FAS rep will contact the department rep to commence problem resolution

Scholarship Force Requests
1. Download the ***International Student Scholarship Override (Force) Request Form*** from https://financialaid.ku.edu/forms-ku-scholarship-coordinators
   - Required for students who do not plan to enroll in the minimum number of hours required for the scholarship fund
   - Form Fields
     - → Provide date submitted field
     - → Provide 7-digit KUID number
     - → Provide 12-digit Item Type #
       - ▶ 8600000xxxxx – only need last digits (after zeros)
       - ▶ 85xxx0000000 – only need 85 plus digits before zeros
     - → Amount to be Forced = original amount of scholarship award
     - → YYYY above semesters = enter year
     - → Hours enrolled authorized for forcing of scholarship
     - → Posting Notes = FAS use only
2. Save the form for your records
3. Place the completed file in your shared folder and notify the notify FAS by emailing scholaward@ku.edu
4. FAS will perform the force action
   - Once the force is complete, FAS will e-mail a confirmation to the department rep
   - If there are any problems with the posting requests the FAS rep will contact the department rep to commence problem resolution