

Sponsored Students

Information and Instructions

**International Student and Scholars Office
Accounts Receivable Office
Student and Scholar Health Insurance Office**



OVERVIEW

- **Financial Guarantees/Terms of Appointment**
- **On-Campus Employment**
- **Invoicing and Billing**
- **Health Insurance Waivers**
- **Academic Transcripts/Enrollment Certificates**

International Students & Scholars Office

**4530 Memorial Union
2229 Lincoln Way, Ames IA 50014**

Phone: 515-294-1120

Fax: 515-294-8263

Email: isso@iastate.edu

Website: www.isso.dso.iastate.edu



Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday

DEFINITION OF A SPONSORED STUDENT

- **How does ISU know if you are a sponsored student?**
 - Funding source listed on your I-20 or DS-2019
 - However, some I-20 or DS-2019 forms do not list funding from a sponsor because the document was issued before the funding was approved
- If your I-20 or DS-2019 only lists personal or family funds, please contact ISSO to change the funding category on your immigration document if you are a sponsored student



ORIGIN OF FUNDING

- A sponsor requests an invoice to be sent to them for payment of your tuition and fees. This funding can come from:
 - Your home government
 - **Some** Fulbright grants
 - Refer to your *Terms of Appointment and Special Instructions*
 - Some universities in your home countries
 - Some third party sponsors



PROVIDING YOUR FINANCIAL GUARANTEE

- The Student provides copy of their Financial Guarantee/Terms of Appointment to ISSO
 - Latest date to submit?
 - First guarantee: First Friday of the semester
 - Program Extensions: 2 weeks before the last day listed on your financial guarantee
 - Where and how to submit?
 - ISSO's [Cystart](#):
 - *Select F-1 or J-1 Student Services and then complete the "Sponsored Students" e-form*
 - Must be submitted every time you receive a new FG/TOA



SUBMITTING SPONSOR INFORMATION



CYSTART LOGIN

As an international student, most of your immigration requests will involve our online services system, **Cystart**

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International Students and Scholars Office

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CYSTART SCHEDULE APPOINTMENT DEAN OF STUDENTS

HOME ABOUT US GET INVOLVED NEW STUDENT ORIENTATION STUDENTS SCHOLARS RESOURCES

ENJOY YOUR ADVENTURE

Spring 2021 COVID Updates
Student regulatory changes can be found on [Spring 2021 COVID Updates webpage](#).

COVID Resources

- Immigration Updates
- ISU Self-Quarantine Requirements
- Spring 2021 COVID Updates

Quick Links

- I-9 Schedule
- ISSO Scholarships
- Scholar Check-In
- Taxes
- Travel Signatures

@iowastateisso on Instagram

Calendar

Welcome to CyStart

The International Students and Scholars Office at Iowa State University welcomes you to CyStart. CyStart provides online services for our international students, scholars and employees.

Please log in below to access our services.

If you are having problems logging in, see our troubleshooting tips [here](#).

ISU Network ID

ISU Staff and current International Students & Scholars with an active ISU Network ID - use the login button below.

Login

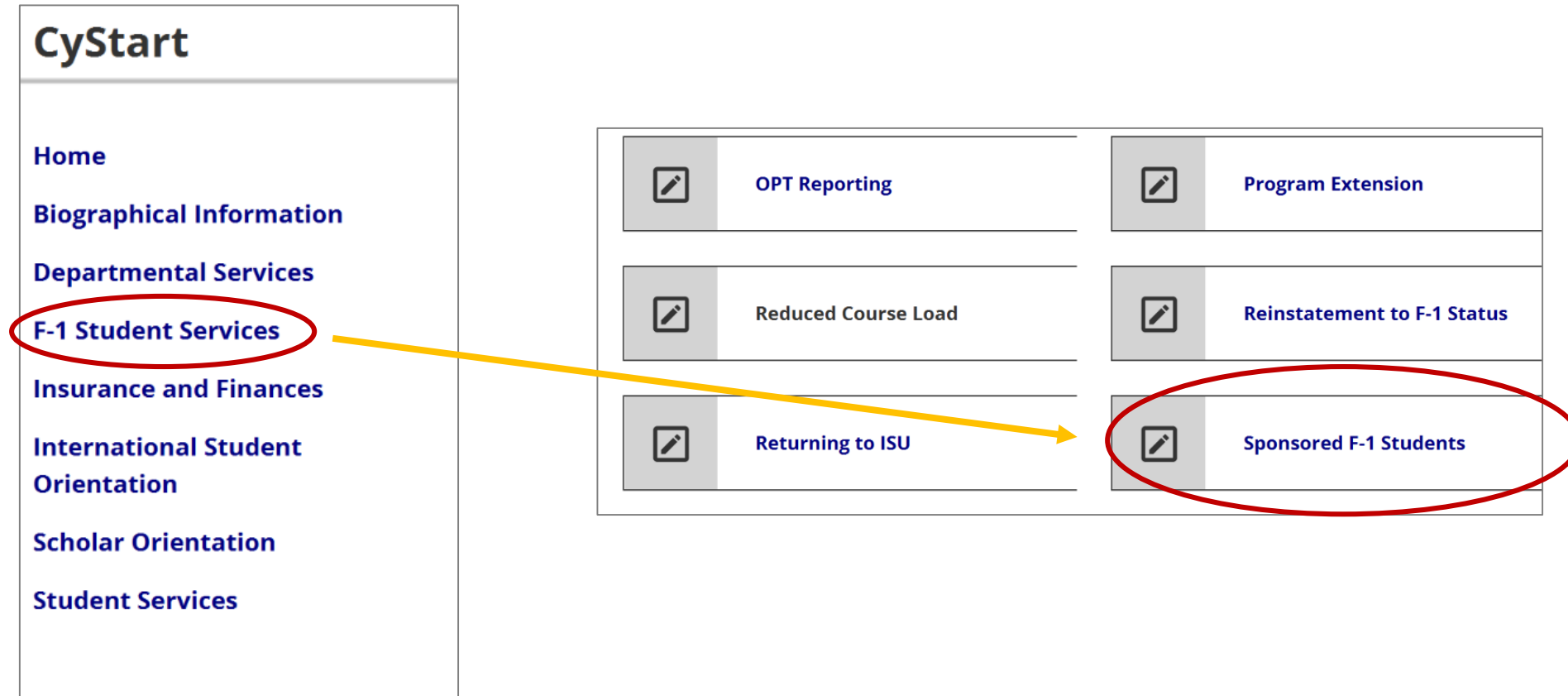
No ISU Network ID

New and Former International Students & Scholars without an active ISU Network ID - use the link below.

[New & Former Login](#)

CYSTART REQUEST

As an international student, most of your immigration requests will involve our online services system, **Cystart**



USING CYSTART

- Questions about Cystart?
 - Email isso@iastate.edu or make an appointment with your International Student Advisor
- Read the FAQ on ISSO's "F-1 Students" page to know requirements for each e-form



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STUDENTS

SCHOLARS

RESOURCES

Guide for Maintaining F-1 Status

Spring 2021 Update

Due to COVID-19, the Student and Exchange Visitor Program (SEVP) may release guidance that provides additional enrollment flexibility for F-1 students. ISSO will provide additional information on exceptions for F-1 Students on our [Spring 2021 COVID Updates webpage](#).

Overview

Review the information below for an overview on maintaining F-1 status. For more information on specific F-1 student requests, please see the [F-1 Students](#) page.

Entering the U.S. and Orientation

- Enter the United States no more than 30 days before your program start date.
- Complete electronic check-in and attend International Orientation upon arrival in Ames, no later than your program start date.

Enrollment

- Enroll full time every Fall and Spring Semester.
- Summer is a vacation period and enrollment is not required unless it is your first or final semester. If summer is your first or final semester, you must enroll full time or be approved for a Reduced Course Load (RCL).

Full-time Enrollment Definition

	Undergraduate	Graduate without Assistantship	Graduate with Assistantship	IEOP
Fall/Spring	12 credits	9 credits	Determined by department	20 clock hours*
Summer (If Summer is first or last semester at ISU)	6 credits	4.5 credits	Determined by department	18 clock hours*
Summer (If continuing student)	Enrollment is not required		Enrollment is not required by regulations; Check with Graduate College for their policies, if on assistantship	If enrolled Spring I and II, enrollment is not required

*Regulations state 18 clock hours, but IEOP policy is 20 clock hours

- If you cannot enroll full time because of academic, medical, or other reasons, speak with your faculty/academic adviser and ISSO adviser **BEFORE** dropping classes.
- Only one online course, not to exceed 3 credits, can count toward full-time enrollment.
 - During summer, if you are a continuing student, you can enroll in as many online courses as you want. If summer is your first or final semester, you must be enrolled full time (see chart above), and only one course, not to exceed 3 credits, can count toward your full-time enrollment.
- Make normal progress toward completing your degree, avoiding academic probation, suspension, or dismissal.

Employment

- Do not work more than 20 hours on-campus, except during breaks.
 - F-1 students are authorized to work on-campus starting their first semester at ISU.
- Do not work off-campus unless you have authorization from ISSO.
 - F-1 students are eligible to apply for off-campus work permission after completion of one academic year.

Passport and I-20

- If you will be unable to complete your degree by the end date on your I-20, speak to your ISSO adviser about a program extension **BEFORE** your I-20 expires.
- Make sure your passport is valid for at least 6 months into the future while you are in the U.S.

ON CAMPUS EMPLOYMENT

- **Are sponsored students eligible?**
 - Each sponsor makes this determination
 - Review documentation provided to you by your sponsor
- **J-1 students who are sponsored students**
 - Obtain request written authorization from your program sponsor for on-campus employment
 - Fulbright students must contact the administrator for their J program:
IIE, AMIDEAST, LASPAU
 - USAID students must contact USAID

Account Receivable Office

Room 0880 Beardshear Hall

Phone: 515-294-7388

Fax: 515-294-8263

Email: ubill@iastate.edu

Website: <http://www.ubill.iastate.edu/>



BILLING YOUR SPONSOR

- **What can be billed to my sponsor?**
 - Tuition
 - Mandatory Fees
 - Activities, Services, Building and Recreation fee
 - Technology Fee
 - Health Fee
 - Health Facility Fee
 - Other fees which are commonly billed to sponsors
 - Thesis Fee (Graduate Students)
 - Graduation Fee
 - Intensive English Program Fees
 - Other fees which may be billed to sponsors
 - Health Insurance Fee

BILLING YOUR SPONSOR

- **Why does my U-bill show I owe tuition and/or fees?**
 - The process of identifying a student in the U-Bill system as being sponsored takes time.
- **Why isn't a particular tuition related fee covered?**
 - Only items that are identified on the Financial Guarantee will be billed to the sponsor.
 - Many sponsors require prior authorization for online courses and certain foreign language classes. Please correspond with sponsor *prior* to registering for these type of classes.
- **Why do I keep getting emails stating that I have a U-Bill?**
 - Not all items that can be charged to your U-Bill are the responsibility or covered by your sponsor.
 - You should check your U-Bill on AccessPlus every month to reassure that your account is in good standing with the University.
 - If you have questions about your U-Bill, please contact the Accounts Receivable Office.



STUDENT & SCHOLAR INSURANCE PROGRAM (SSHIP)



On Campus Assistance

Iowa State University Benefits Office

UHR Service Center:

3810 Beardshear Hall

Phone: 515-294-4800

Email: isusship@iastate.edu

Website: <https://sship.hr.iastate.edu/>

For office hours, plan costs, detailed plan information, waiver guidelines, insurance company phone numbers and much more.



STUDENT HEALTH INSURANCE PROGRAM

- **Mandatory & Automatic Enrollment**

- **Coverage Starts/Begins:**

- Fall-August 1st
- *or just first day you arrive on campus if prior to 8/1*
- Spring - January 1st
- *or the first day you arrive on campus if prior to 1/1*
- Summer - May 1st
- IEOP Students - *Date arrived at ISU*

- **Coverage Stops/Ends**

- **Coverage Stops/Ends**

- Fall-December 31st
- *If not returning in January*
- Spring- July 31st
- Summer-July 31st

HEALTH INSURANCE WAIVER PROCESS

- ISU Student Health insurance is MANDATORY for all registered international student and their spouse and children as a condition of enrollment to ISU.

➡ ***Very limited exceptions apply to waive the ISU insurance***

- Only international students that have health coverage under a Government Sponsor or select International Organizations are eligible to waive the ISU insurance.

HEALTH INSURANCE WAIVER PROCESS

- **Waiver Process**

- Submit your Financial Guarantee or Terms of Appointment showing your sponsor will provide comparable health insurance
- ISU staff will review and notify student of the outcome

- **Do you need to submit another waiver as a student at ISU?**



Submit a new financial guarantees or Terms of Appointment to verify that your health insurance will continue to be provided

This is dependent on the dates of coverage on the documents from your home government/university.

Office of the Registrar

Room 214
Enrollment Service Center

Phone: 515-294-1840

Email: registrar@iastate.edu

Website: <http://www.registrar.iastate.edu/>



Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday

ACADEMIC TRANSCRIPTS

- Printed Transcripts
- Request for Official Transcripts
 - Submitted to the Office of the Registrar
 - Request when needed
- Can also obtain Enrollment Certificate on AccessPluss

Residency Application Transcript Order Request Transfer Course Request (to meet D/IP requirement PDF) Waiver: U.S. Diversity/International Perspectives requirement PDF Withdrawal Request (PDF)	Withdrawal Request (PDF)
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IOWA STATE UNIVERSITY
Becoming the best.
 Office of the Registrar, 515-294-1840, registrar@iastate.edu
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[Non-Discrimination Statement and Information Disclosures](#)

IOWA STATE UNIVERSITY Request for Official Transcript

Note: You can also order transcripts using the AccessPlus system (<https://accessplus.iastate.edu/>) if you are currently enrolled or attended Iowa State University 1996 or later. After login, select the "Student" tab and then "Grades and Transcripts."

1 Print Name (Last, First, Middle) _____ Former Name(s) * _____

2 Signature (REQUIRED) _____ Date _____
An original signature is required to process your transcript order.

About your transcript:
**NAME CHANGES: if you want your name change to appear on your transcript, you must submit a name change request in person with your transcript order OR call 515-294-1840 before submitting a transcript request.*

- Payment must be made at the time of order. Currently enrolled students may apply charges to their U-bill.
- Transcripts will not be released until delinquent accounts have been paid.
- Transcripts released to students are stamped "Issued to Student." Some institutions will not accept transcripts unless mailed by the Registrar.
- Transcripts held for current session grades or degrees are mailed approximately two weeks after the end of the term.
- Transcripts held for pick up in our office must be claimed within 30 days. Picture identification is required to pick up transcripts.
- Your original signature must be included. Computer generated signatures are not valid.

3 To ensure prompt processing, provide all the information requested below:

A. Print your current street address, city, state, and zip code:
 _____ City: _____ State/Zip: _____

B. * Daytime Phone # () _____ * Print your e-mail address _____
** In case we need to contact you with questions about your order.*

C. Birth Date _____ University ID number OR last 4 digits of Social Security Number _____

D. Currently enrolled at ISU: ☐ YES ☐ NO If no, date of last attendance at ISU _____

E. ISU record(s) ☐ Undergraduate ☐ Graduate ☐ Vet Med ISU: Degree(s) _____ Year(s) _____

F. Process Now ☐ (Allow a minimum of 2 working days to process.) OR ☐ Process after grades and degrees are posted for the current term
 Hold for grades/degrees for: ☐ Fall ☐ Spring ☐ Summer

4 Indicate the number of copies to be mailed and/or held for pick up in the Office of the Registrar.
MAIL: Orders are normally processed within 2 working days, except during peak periods at the start and end of the term; allow additional time for mail delivery to your destination.

PICKUP: Available in 214 Enrollment Services Center 2 working days after the order is received. **Photo ID is required for transcript pickup.**
 _____ (Number) of copies to be mailed _____ (Number) of copies held for pick up Total _____ (Number) of copies

Enter below the addresses to which transcripts are to be sent and the number of transcripts to be sent to each address (abbreviate if necessary). For additional addresses, please complete another form or attach a sheet listing the additional names.

Mail _____ copies to name and address below. (Please print.)	Mail _____ copies to name and address below. (Please print.)
Recipient _____	Recipient _____
Dept/Attn _____	Dept/Attn _____
_____	_____
Apt/Street _____	Apt./Street _____
City/State/Zip _____	City/State/Zip _____

5 Transcript Fee: \$15.00 per copy Payment: ☐ Cash ☐ Check/money order ☐ Credit Card (Visa/MC only)
☐ VISA ☐ MasterCard _____ * _____ * _____ Expiration date (month/year) _____
☐ University Bill (Currently enrolled students only) Amount due \$ _____ Payment enclosed \$ _____

Office of the Registrar, 214 Enrollment Services Center, Ames, IA 50011-2011 (Phone 515-294-1840; FAX 515-294-1088) Avoid duplication. Please use only one of the following methods for your order: AccessPlus, FAX, or mail. You will be charged for duplicate orders. (rev. 07/09)

ACADEMIC REPORTS

- **Academic Letters & Degree Audits**
 - Confirmation of degree
 - Degree plan or remaining credits
 - Academic advisor
- **Proof of Online classes**
 - Registrar's Office



SUMMARY

1. Provide ISSO with a copy of your financial guarantee/terms of appointment or Authorization for Release of Student Information form
2. Consult with sponsor regarding on-campus employment
3. Check your U-Bill on a monthly basis
4. Submit request for ISU health insurance waiver to Student and Scholar Insurance Program (if eligible)
5. Send an academic transcript/enrollment certificate to your sponsor

Contacts at ISU

International Students and Scholars Office

Elliot Uhl
euhl@iastate.edu
294-1120

Accounts Receivable

Katina Van Dyke
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294-5461

Student and Scholar Insurance Program

Holly Studley
isusship@iastate.edu
294-4800





THANK YOU!



Are there any questions?

- **International Student and Scholars Office**
 - **Accounts Receivable Office**
 - **Student and Scholar Health Insurance Office**
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