

I-20 Request Process and Funding for International Applicants

The GEMS advisors issue a high volume of I-20s for F-1 visa applications annually, for new international graduate students. Please help us process your new students' I-20s as efficiently as possible by reviewing the information below.

If you are offering department financial support (e.g., RA/TA/Fellowship/International Tuition Waiver) to an international graduate applicant:

- Complete the Graduate Funding Detail page (*See instructions on page 2*)
 - To access, go to MGP >> View Applicants >> the student's Application >> Funding Info tab.
 - Note: we can't process the I-20 without this departmental funding information entered here.
- Department should provide a formal admission letter outlining the funding support, on letterhead to the applicant for the visa interview.

When international applicants....

- Ask you questions about the UW I-20, direct them to our [Financial Ability Requirement](#) page (recently updated for readability!)
- Ask for a UW I-20, advise them to login to the online application and download the UW I-20 request form via the pre-registration page.
Note: Students must accept the offer of admission in the [online application](#) via payment of the ECD, *and then* they will have access to the I-20 request form.
- Ask for your help in completing the I-20 request form, refer them to [GEMS](#).
- Send you financial documents (i.e., bank statements), shred them to protect the student's privacy!
- Want to know the status of their I-20, advise them to login to their online application and go to the pre-registration page where they can check their processing status.

Additional Resources:

Financial Ability Requirement: <http://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/>

Current Tuition and Fees Rates: <http://opb.washington.edu/content/tuition-fees>

Fellowships, Assistantships, and Awards: <http://grad.uw.edu/graduate-student-funding/>

Graduate Service Appointment Waiver Chart: See Page 3

If you have questions about completing the Graduate Funding Detail page in MGP or the I-20 process in general, please contact us. Thank you!

GEMS Advisor Team | gemshelp@uw.edu
Graduate Enrollment Management Services (GEMS)
The Graduate School

HOW TO: Enter International Applicant Department Funding Details for I-20s

If applicant(s) is not yet admitted-

1. From the MGP Main Page, select **Go**.
2. Find the applicant on the Departmental Graduate Admissions Decision List.
3. Select **Edit** in the Funding column.
4. Enter funding information according to the type of funding the student is awarded by the department per the instructions below.
5. Add any pertinent comments to GEMS in the **Dept Comments** field.
6. Review the information and select **Save**.

If applicant(s) is admitted-

1. From the MGP Main Page, select **View Applicants**.
2. Find the applicant on the Graduate Applicant List and select their name.
3. Select **Funding Info** from the top menu bar.
4. Enter funding information according to the type of funding the student is awarded by the department per the instructions below.
5. Add any pertinent comments to GEMS in the Dept Comments field.
6. Review the information and select **Save**.

IF RECEIVING AN RA/TA/GSA:

- Using the exact amount from the Total Waived column on the Graduate Service Appointment Waivers information sheet: enter Grad Tier I, II, or III amount for **each quarter** student will be funded as RA/TA/GSA into Resident Operating Fee Waiver field.
- Enter RA/TA Salary amount for each applicable quarter into ASE Salary field. Refer to [GSSA Salary Schedule](#).
- Check the Health Insurance box for each quarter student will be funded as RA/TA/GSA.

IF RECEIVING A SCHOLARSHIP OR FELLOWSHIP AWARD:

- Enter fellowship or scholarship detail into **Other** column with text description of the award type under **Other Description**.
- If student will be receiving a stipend in addition to the award, enter amount per quarter into the **Stipend** column.

IF AWARDED GRADUATE SCHOOL INTERNATIONAL TUITION WAIVER:

- Check the **International Tuition Waiver** box for each quarter awarded.
- If applicable, any remaining funding (scholarship, fellowship) should be entered into the **Other** column with text description of the award type under **Other Description**.
- If applicable, enter Stipend amount.
- Add additional note in **Dept Comments** indicating that the waiver was awarded to the student by the Graduate School Fellowships and Awards Office.

IF ELIGIBLE FOR NON-RESIDENT DIFFERENTIAL (NRD) WAIVER

- Definition: *The student is receiving an eligible fellowship that will prompt the Non-Resident portion of tuition to be waived. The student is responsible for the resident portion (difference).*
- Enter the difference between Non-Resident and Resident tuition rate into **Resident Operating Fee Waiver** for each eligible quarter.
- Enter qualifying fellowship amount and description as **Other**.
- Enter note in **Dept Comments** stating the student will be receiving an NRD Waiver.

Graduate Service Appointment Waivers

SEATTLE CAMPUS: 2018 QUARTERLY TUITION, FEES, AND WAIVERS FOR GRADUATE STUDENTS

Note: These values assume full-time enrollment status (10 credits) and apply only to graduate students with TA/RA positions.

UW TUITION AND FEE WAIVERS

GRADUATE STUDENT FINANCIAL RESPONSIBILITY

Tuition Category	Total Resident Tuition	Operation Fee	Building Fee	Tech Fee	Total Waived	S & A Fee	IMA Bond	Facilities Renovation Fee	U-PASS	Total Student Cost
Grad Tier I	5424	4917	152	38	5107	131	32	70	84	317
Grad Tier II	5553	5042	156	38	5236	131	32	70	84	317
Grad Tier III	6163	5633	175	38	5846	131	32	70	84	317

This amount is the total tuition and fees waived + the total graduate student cost.

Departments: Identify your program's correct tuition tier, then enter this amount **per quarter** in the Operating Fee Waiver field on the MGP Funding Detail Page.

Operating Fee – waived
 Building Fee – waived
 Technology Fee – waived
 S&A Fee – **not waived**
 Facilities Renovation fee – **not waived**
 IMA Bond fee – **not waived**
 U-PASS – **not waived**

For more information, visit the Office of Planning & Budgeting website: <http://opb.washington.edu/>

UW OPB Graduate Appointment Waivers. <http://opb.washington.edu/content/graduate-appointment-waivers>

Graduate Funding Detail: Applicant Name

| [Return to Applicant Detail](#) | [Return to the Recommendation List](#) | [Find Applicant](#) |

| [View Applicants](#) | [View Grad Students](#) | [View Faculty](#) | [View Admin](#) | [Main Page](#) | [Help](#) | [End Session](#) |

Name	Applicant Name
System Key	12345678
Student #	
Date of Birth	01/01/XXXX

Funding Details (Required for international applicants for whom departmental funding is offered)

- Enter only direct quarterly salary/stipend amounts in cells with red text column headings. Do not enter cents or dollar signs.
- Academic Student Employee (ASE) appointments include Research Assistant/Teaching Assistant/Staff Assistant (RA/TA/SA)
- Enter tuition in "Resident Operating Fee Waiver" column, enter other amounts in the "Other" column
- If you fill-in an amount under "Other", please also indicate the type of award under "Other Description". (scholarship, fellowship, etc.)
- Totals will be automatically calculated when you save your entries. If the award includes health insurance please check the appropriate box.
- Additional information/details can be entered in Dept Comments section below

Academic Quarter	ASE Salary	Stipend	Resident Operating Fee Waiver	International Tuition Waiver	Other Description	Other	Health Insurance	TOTAL
Autumn 2018	\$ 6885	\$	\$ 5846	<input type="checkbox"/>		\$	<input checked="" type="checkbox"/>	\$
Winter 2019	\$ 6885	\$	\$ 5846	<input type="checkbox"/>		\$	<input checked="" type="checkbox"/>	\$
Spring 2019	\$ 6885	\$	\$ 5846	<input type="checkbox"/>		\$	<input checked="" type="checkbox"/>	\$
Summer 2019	\$	\$	\$	<input type="checkbox"/>		\$	<input type="checkbox"/>	\$
TOTAL	\$	\$	\$			\$		\$0

[GSSA Salary Schedule](#)
[Tuition Information](#)

Dept Comments	
Last Modified Date	
Last Modified By	
Created on	

Graduate Admissions Action

Grad Admissions Comments	
Grad Admissions Review Date	
Grad Admissions Review By	

Common Funding Scenario for Applicant Receiving 3 Quarter RA/TA Position