Sponsored Student Handbook

Office of International Services (OIS)
Sponsored Student Programs

Oregon State University
Dear Sponsored Students,

Welcome to Oregon State University (OSU)! We are excited that you have chosen to be a part of Beaver Nation and look forward to supporting your educational journey here in the U.S.

As a sponsored student, you are receiving a scholarship to pursue your education at OSU. You are among a select group of individuals who have been chosen to represent your sponsor and your country. Please make the most of this great opportunity!

Keep in mind that your sponsorship comes with certain obligations to your sponsor. The Sponsored Student Programs (SSP) team is here to help you navigate these responsibilities and to assist you in successfully achieving your educational goals.

Best wishes,

Sponsored Student Programs Team
Meet your Sponsored Student Programs (SSP) Staff

Marigold S. Holmes
Assistant Director for Sponsored Student Programs

Caroline Emery
Sponsored & International Student Advisor

Lisa Kosiewicz Doran
Sponsored & International Student Advisor

Sandi M. Richter
Sponsored & International Student Advisor

SSP Staff can assist you with:

- Understanding your sponsorship requirements
- Financial Guarantee questions
- Letter requests
- Communication with your sponsor
- Difficulties with sponsor payments
- Health insurance waivers
- Questions about your student account and holds

Upload your financial guarantee and submit your letter request through lpconnect!

How to meet with the Sponsor Student Advisor

► Schedule 30-minute appointments or attend drop-in hours to speak with an International & Sponsored Student Advisor

► To schedule an appointment or attend drop-in advising hours go to the link below for more information: https://internationalservices.oregonstate.edu/contact-ois
Sponsored Student Responsibilities

☑ Follow OSU, sponsor, and immigration rules
☑ Understand what your sponsor requires of you!
☑ Seek our assistance if you have questions about your sponsored student status
☑ Maintain a valid financial guarantee
  o Make sure your official Financial Guarantee is submitted to Sponsored Student Programs
  o Check your Financial Guarantee end date:
    ▪ If you have an expired Financial Guarantee, you will not be able to register for the following term. It is your responsibility to obtain and submit an updated Financial Guarantee to our office so OSU can continue to invoice your sponsor.
☑ Check your student account and pay any outstanding personal balance each term
  ▪ You are responsible to pay for any fees that are not covered by your sponsor. These include: parking citations, printing, pharmacy, student health service charges, late return of books, library fines, and late registration fee.
  ▪ You are not permitted to take online courses unless you get prior permission. If you do not get permission before taking the course, you may have to pay for the online courses yourself!
☑ Check your OSU email frequently
☑ Be aware of holds
  o Reasons for holds may be:
    ▪ Outstanding balance (check your student account frequently and pay on time!)
    ▪ Expired Financial Guarantee
    ▪ Academic Standing (Grades, Attendance)
    ▪ Lack of official documentation such as the submission of high school transcripts or language scores
  o It is your responsibility to see a Sponsored Student Advisor to learn how to have the hold removed before your registration date! It may take up to 10 business days to remove a hold!
☑ Submit the Authorization for Release of Information waiver (FERPA form) for your sponsor through ipconnect
Requesting Letters and Documents

As a sponsored student, you may be required to submit letters and other documentation to your sponsor. For instructions on how to request these documents, please refer to the section below.

Types of Letter and Who to Ask

☑ Sponsored Student Programs

All letter requests to Sponsored Student Programs should be submitted through https://jpconnect.oregonstate.edu

Verification of Enrollment (for all students)

This report indicates enrollment and the courses in which you are registered for a specific term. Be sure to indicate the term for which you are requesting the enrollment report. Example: “Fall 2021”.

** If you are not registered for the term yet we cannot prepare your Verification of Enrollment.

Online Enrollment (OSU students only)

This letter reports your enrollment in an online course by listing current online course enrollment and all previous online courses taken at OSU. You need to request this form to obtain approval from your sponsor for taking the online course and to obtain an online financial guarantee. We may not be able to invoice your sponsor for the online course without the financial guarantee specific for the online course.

Audit of Previous Online Courses (OSU students only)

This letter reports all your online courses previously taken at OSU. If you are not currently taking an online course but must provide a list of previous online courses taken to your sponsor, this is the report you should request.

Concurrent Enrollment (OSU students only)

This letter reports the course you are requesting to take at another institution. It will also confirm if the credits taken can be transferable to OSU if completed successfully.

“OTHER” Letter Request (for all students)

If the letter you need is not listed above, select “Other Letter” in your e-form and clearly describe what type of letter you need for your sponsor. If the letter you are requesting cannot be written by our team, we can work with your academic department and request them to prepare the letter for you. Once done, the letter will be emailed to you.
When requesting the following letters/documents, please submit the request form to the INTO OSU Welcome Desk.

**Grade & Attendance Report** (INTO OSU students)
This document reports your INTO OSU course grades and attendance for a specific term.

**Study Plan Letter** (INTO OSU students)
This letter outlines your INTO OSU study plan. Sponsors often require this letter for students wishing to extend his/her sponsorship.

**Requesting Official Transcripts**

**Office of the Registrar** (All Students)
Request your official transcript with the Office of the Registrar. Instructions can be found here: [https://registrar.oregonstate.edu/transcripts](https://registrar.oregonstate.edu/transcripts)
Financial Guarantee Submission

Please submit your financial guarantee to our team as soon as the previous document expires to avoid holds in your account and issues with registration. Below are the steps you must follow to submit your financial guarantee:

✓ Go to https://ipconnect.oregonstate.edu/
✓ Click the blue login button
✓ Log in with your ONID username and password
✓ Click "Sponsored Student Services" on the left
✓ Click "Financial Guarantee Upload"
✓ Answer the questions and upload your OFFICIAL financial guarantee
✓ Click submit

Submitting an Authorization to Release Information to Sponsor (E-FERPA Release)

- The Authorization for Release of Information is a U.S. national law that protects the privacy of your student records.
- Oregon State University takes privacy very seriously and does not release information unless there is a legal reason to do so, an emergency situation, or the student has given written consent.
- Because you accepted your sponsorship and signed an agreement with your sponsor, we highly encourage you to authorize the university to release information regarding your application process, immigration status, medical or health-related issues, academic program, course schedule, class attendance, academic standing, and grades to your sponsor.

How to Fill Out the FERPA E-Form

Step 1: Go to https://ipconnect.oregonstate.edu/
Step 2: Click on “Login” button
Step 3: Enter your OSU username and password
Submitting Documentation to OIS (cont.)

**Step 4:** Click on “Student Updates”

**Step 5:** Click on “Authorization of for Release of Information” (FERPA)

**Step 6:** Click on “View and Manage FERPA Releases”

**Step 7:** Select “Yes” for the first two questions.

**Step 8:** Enter the information as you see it in the next image. Choose the name of your sponsoring organization from the drop down menu.

---

**View and Manage FERPA Releases**

(*) Information Required

AUTHORIZATION FOR RELEASE OF INFORMATION FROM THE OFFICE OF INTERNATIONAL SERVICES

You have no current FERPA releases.

Would you like to review information about FERPA?*

- Yes
- No

Are you a sponsored student?*

- Yes
- No

I would like to...*

- Create a new FERPA release
- Relationship *
- Sponsoring Organization
- Duration of Release *
- Never Expires

---

**E-Forms**

- REQUIRED
- View and Manage FERPA Releases
Step 9: Enter **TODAY’s** date as the start date

Step 10: Select “Academic Information”, Immigration Record Information, and “Sponsored Student Information” to be released to your sponsor.

Step 11: Check the box to authorize OSU to release information to your sponsor

Step 12: Click “Submit”
How to View Holds and Pay for your Personal Balance

MyOregonState (https://my.oregonstate.edu) allows you to register for classes, check your student account, verify holds, order unofficial and official transcripts, and plan your course schedule. Please log in to the website and check your student account regularly.

How to View your Holds

1. Go to my.oregonstate.edu and login
2. Select "Academics"
3. View "Holds" section

Academics

Academic Overview

Institutional GPA
You must first complete a term to have a GPA.

0
Credits
Enrolled credits for current term.

Academic Standing
You have no current academic standing.

Holds
You have 0 holds on your student account.

How to Pay for your Personal Balance

- For information on payment methods accepted go here: https://fa.oregonstate.edu/business-affairs/student-billing
- You can make payments at the Cashier's Office in person, or online using MyBill
- You can use MyBill to pay by credit card or e-check. The e-check requires actual bank account number and bank's routing number.
- For video overviews of how to submit payments online go here: https://fa.oregonstate.edu/mybill-training
Tips for Success

Each academic term at OSU is very short, with 10 weeks of instruction, followed by final exams. This means that courses move quickly and it is important for you to stay on top of details. Below are a few tips that may help you succeed and have a more positive educational experience at OSU. For more academic success resources, please visit the Academic Success Center (http://success.oregonstate.edu/)

Attendance
Attending class regularly is important to your academic success. Arrive on time and pay attention to what is going on in class. Review the course syllabus and understand the attendance policy for each course. Some instructors may count arriving late as an absence. Your sponsors may also have attendance policies, and may require you to repay tuition, fees and other costs associated with any course(s) in which your attendance falls below the required minimum.

Classroom Courtesy and Participation
Class participation is an important aspect of education in the U.S. Show respect for your instructor and classmates by paying attention in class and not causing distractions. Turn your cell phone off in class. Also, do not sleep in class. Instructors often expect you to share your ideas with your classmates. In some courses, class participation may be used to help determine your course grade.

Time Management
Time management is a skill that you can use in all areas of life: schoolwork, social life, hobbies, career, and family. With the term moving so quickly, being able to organize your time will be key to a successful and balanced life. The Academic Success Center has many useful tools to help you with time management. Please see http://success.oregonstate.edu/learning/manage-my-time

Canvas
Canvas is the learning management system used by OSU. Through Canvas you will be able to access learning materials, such as the syllabus, discussions, and assignments for many of your courses. Your instructor may require you to submit your assignments and take quizzes/exams through Canvas. This system may also be used to communicate important class information, so log-on to your canvas site regularly.

Emails
Check your ONID email at least once a day. This is the email address that will be used by the university to communicate important information related to your academic studies, immigration, and various other important topics.

Budget
It is important to understand what costs will be paid by your sponsor and what costs are your own responsibility. For example, your sponsor may pay your tuition and fees, but may not pay for printing fees and parking citations. In addition, your sponsor may not cover costs associated with elective courses such as Physical Activity Course (PAC) beyond the mandatory Bae-core credits. It will be your responsibility to pay these charges and they will appear on your student account. Check your student account frequently and monitor your account balance. Failure to pay for your account balance in a timely manner may result in a registration hold. It is important to manage your personal finances. The Office of Financial Aid and Scholarships provides resources to help you manage your finances. Please see: http://financialaid.oregonstate.edu/financial-literacy
Resources List

Office of International Services (OIS)
SSP Staff & International Student Advisor (ISA)
Phone: 541-737-6310
Email: SSP ois.sponsor@oregonstate.edu
ISA ois.advisor@oregonstate.edu
Location: University Plaza Suite 130
1600 SW Western Blvd.
URL: https://internationalservices.oregonstate.edu/students

INTO OSU Welcome Desk
Phone: 541-737-2464
Email: INTOOSU@oregonstate.edu
Location: International Living Learning Center (ILLC)
1701 SW Western Blvd.
URL: https://intoosu.oregonstate.edu/current-students

You can meet with the following advisors through appointments or drop-in hours:
- Academic Advisors
- Finance Advisor
- Care & Conduct Coordinator

International Admissions
Phone: 541-737-5719
Email: intladmit@oregonstate.edu
Location: International Living Learning Center (ILLC)
1701 SW Western Blvd.
URL: http://admissions.oregonstate.edu/international

International Admission Staff is available for drop-in hours at the ILLC building.

Graduate School
Phone: 541-737-4881
Location: Heckart Lodge, 2900 SW Jefferson Way
URL: http://gradschool.oregonstate.edu/

Student Health Services
Phone: 541-737-9355
Location: 201 Plageman Building
URL: http://studenthealth.oregonstate.edu/

Academic Success Center
Phone: 541-737-2272
Location: 125 Waldo Hall
URL: http://success.oregonstate.edu/

Counseling and Psychological Services (CAPS)
Phone: 541-737-2131
Location: 500 Snell Hall
URL: http://counseling.oregonstate.edu/

Childcare & Family Resources
Phone: 541-737-4906
Location: Champinefu Lodge 211 & 213
URL: http://childcare.oregonstate.edu/

OSU Department of Public Safety
Campus Non-Emergency: 541-737-3010
To report an Emergency: Dial 911