

**Sponsor Information Form**

Missouri University of Science and Technology (Missouri S&T) has a list of recognized sponsoring authorities. New sponsoring agencies must be approved by International Enrollment through a vetting process.

We ask that all sponsoring agencies provide the requested information below. This vetting process must occur before immigration documents will be issued for incoming students.

**Please return his form to [iasss@mst.edu](mailto:iasss@mst.edu), Sponsored Student Services.**

In order to meet the Sponsoring agencies expectations for monitoring services, Sponsored Student Services charges a semester-based fee of \$500 per student. This fee covers third-party billing, support from sponsored student services staff, cultural programming. Transcripts, and other specialized services. By completing this form and the below sections, I confirm that I have read all information provided and that my organization will be responsible for payment of tuition and fees as well as other costs indicated. For each student nominated, this sponsoring agency will submit a financial guarantee letter.

I understand that the letter must contain:

- Student's name
- Duration of Sponsorship
- List of expenses covered by Sponsoring Agency that should be invoiced
- Sponsor's billing information including contact name, mailing address, and email address.

Name of Sponsoring Agency: \_\_\_\_\_

Name of authorized person at organization: \_\_\_\_\_

Signature of authorized person at sponsoring organization: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsor Contact Information**

Please list the person to be contacted regarding admissions and applications below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Please list the person to contact regarding financial guarantees or payment questions:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Reference Information:**

Do you currently sponsor students at other universities or colleges inside the United States?  
Please list them here:

**Sponsor Mailing Information**

University invoices are automatically mailed through the United States Postal Service (USPS). If you prefer a copy of the invoice by email or through FedEx or DHL in the addition to the mailed copies, please provide the information below:

- Email
- Mail via FedEx/DHL, please list details: \_\_\_\_\_

Please list the address invoices should be sent to and the information for the person to contact regarding this:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Visa Information**

Please select which Student Immigration Document will be issued:

- I-20 (F-1 visa)
- DS-2019 (J-1 visa)
- Third party will issue I-20 or DS-2019; Name of Third Party: \_\_\_\_\_

**Billing**

Please indicate which payments will be made directly to Missouri S&T:

- Tuition and fees
- Health insurance
- Housing and meals
- New Student Orientation
- Transfer Student Orientation
- Books and Supplies; please list a limit if applicable: \$ \_\_\_\_\_
- Others not listed: \_\_\_\_\_

Please indicate which payments will be made directly to the student:

- Tuition and fees
- Health insurance
- Housing and meals
- New Student Orientation
- Transfer Student Orientation
- Books and Supplies; please list a limit if applicable: \_\_\_\_\_
- Others not listed: \_\_\_\_\_

**Stipend**

List the amount of stipend to the student directly: \$ \_\_\_\_\_

How frequently will the student be paid the stipend?

- Weekly
- Monthly
- Other, list payment method: \_\_\_\_\_

**Scholarship Information**

Does the student’s scholarship and financial guarantee letter include funding for dependents?

- Yes, please list if there is a limit: \_\_\_\_\_
- No

Does the student’s scholarship include funding for insurance? Is this provided? Select which applies:

- Student will be enrolled in university insurance policy and the cost billed to the Sponsor.
- Student will be enrolled in the university insurance policy and the student will be billed and responsible for the cost.
- The Sponsor will provide an insurance policy that meets the University requirements below:
  - Medical benefits of at least \$100,000 USD per person per accident or illness.
  - Repatriation of remains in the amount of \$25,000 USD.
  - Expenses associated with medical evacuation in the amount of \$50,000 USD.
  - A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 USD per person per accident or illness.
  - Insurance company must maintain an office inside the United States that is available to assist students, health care providers, and university staff. Students are required to provide a copy of their insurance card to Missouri S&T.
  - A copy of the policy must be provided and approved by Student Health Insurance Services at Missouri S&T.

**Extensions of Program**

Please indicate the maximum time allowed per academic/degree level:

- Bachelor’s  
Time Allowed: \_\_\_\_\_ Extensions Allowed? \_\_\_\_\_  
For what length of time? \_\_\_\_\_
- Master’s  
Time Allowed: \_\_\_\_\_ Extensions Allowed? \_\_\_\_\_  
For what length of time? \_\_\_\_\_
- Doctorate  
Time Allowed: \_\_\_\_\_ Extensions Allowed? \_\_\_\_\_  
For what length of time? \_\_\_\_\_

**Concurrent Enrollment**

Concurrent enrollment is the process for a student to enroll in courses at another institution while also attending Missouri S&T. All required classes are available at Missouri S&T however the University does allow the transfer of credits from accredited institutions.

It is the student's responsibility to request and receive from their sponsoring agency approval for each semester in which the student is concurrently enrolled. Proof of authorization from the Sponsor is required by Missouri S&T.

Although approval is required per student, per semester, please specify the sponsoring agency’s concurrent enrollment policy:

- Sponsoring agency will allow and pay for concurrent enrollment.
- Sponsoring agency will allow concurrent enrollment, but the student is responsible for the cost.
- Concurrent enrollment is not allowed.

Please describe the approval process required by the Sponsoring Agency for a student to request concurrent enrollment, if applicable:

### **Online Courses**

Are online courses approved at different colleges and universities under concurrent enrollment?

- Yes
- No

Are online courses at Missouri S&T approved?

- Sponsoring agency will allow and pay for online courses.
- Sponsoring agency will allow, but the student will pay for online courses.
- Online courses are not allowed.
- Online courses are limited, please indicate the policy restriction:

### **Work Authorization**

US immigration regulations allow students on F-1 or J-1 visas to request authorization for working on or off campus. Missouri S&T requests the student provide written authorization approval from their sponsoring agency before the student's immigration advisor updates their I-20 or DS-2019.

Examples of work authorization include:

- On-campus employment: With approval permits students 20 hours per week when classes are in session.
- F-1 Visa Off-campus employment: Students may request to work off campus through CPT (Curricular Practical Training) part-time for 20 hours or less or for Full-time 20 hours or more during their program, after degree completion the student may apply for OPT (Optical Practical Training). Both are authorization periods of 12 months of employment. This may cause delays in graduation expectations or a student's return to their home country. The work must directly relate to the student's program of study.
- J-1 visa Off-campus employment: Degree seeking J1 students may request authorization as part of Academic Training (AT). The student's work must directly relate to program of study. Authorization times depend on program duration. This authorization can occur during or after program completion. Program will be extended for period authorized on AT.

Please select which forms of work authorization your scholarship approves?

- On-campus employment
- CPT during student's program of study
- OPT after the student graduates
- AT during the student's degree program.
- AT after the student's degree program.

### **Transcripts**

Sponsored Student Services offers to assist students with obtaining their official transcripts. The students are required to sign a document granting permission for their Sponsoring Agency to receive information regarding their academic performance and transcript information provided by Missouri Science and Technology. Financial holds prevent this information from being released and all accounts will need to be cleared prior to transcripts being sent. Final transcripts cannot be sent until after the commencement of the graduation each semester for at least a 30-day period.

Please indicate whether your agency requires transcripts each semester?

- Sponsoring agency required official and unofficial transcripts.
- Sponsoring agency required mid-term grade reports?
- Sponsoring agency does not require transcripts or mid-term grades.

Please list how these transcripts should be sent to the Sponsor, if applicable:

- Student is responsible for sending or uploading a transcript to the Sponsoring agency. Student is notified of this by the Sponsor.
- Sponsor requests Missouri S&T email the official transcript.
- Sponsor requests Missouri S&T to email the official transcript and mid-term transcript.
- Sponsor requests Missouri S&T to mail the official transcript.
- Sponsor requests Missouri S&T to mail the official transcript and mid-term transcript.
- Sponsor does not require transcripts.