

Procedures and Cost-Sharing Information: For Academic Departments Admitting *IIE* International Sponsored Students

Why Cost-Sharing?

University cost-sharing is requested by sponsor agencies (IIE, LASPAU, AMIDEast) so that they can stretch the scholarships to as many students as possible. Cost-sharing is a recruitment tool that will significantly increase the chances of a sponsored student being placed at MSU. The more cost-sharing offered, the better the chances of enrolling these outstanding students.

Why can't I contact the student directly?

Placement procedures vary from sponsor to sponsor. In some cases, sponsor agencies (e.g. IIE, LASPAU, and AMIDEast), rather than the students, make the final decision about where the student goes to school. For these sponsors, students are able to list preferences for one school over another, but the sponsor agency ultimately makes the placement decision. For this reason, the sponsor agencies listed above request that universities (individual professors, academic departments, OISS, etc.) **do NOT contact the student directly** until after the placement decisions are finalized. If it is necessary to contact the student directly to clarify research objectives, just contact the sponsor agency and request permission to contact the student directly. In most cases, the sponsor will either facilitate the communication or allow direct communication. Just ask first, please, to avoid any confusion and disappointments.

Resources for University cost-sharing:

- 1. Academic Department:** The first source of university cost-sharing to be considered should always be the academic department and/or college.
- 2. Office for International Students and Scholars:** OISS has a limited number of cost-sharing awards to help recruit sponsored students. Students receiving these awards are typically from countries most underrepresented at MSU. In order to receive this award, we ask that the department consider committing to fully fund the student after the scholarship (and the tuition award) ends.

PROCEDURE:

- a. OISS will receive a dossier for the applicant from the sponsoring agency. It will include admission materials including test scores.
- b. OISS will send the dossier to the graduate admissions representative from the department.
- c. OISS will complete a basic Graduate School application on behalf of the student and cover the application fee.
- d. The department should confirm (double check the documents received) that the student is sponsored by IIE, LASPAU, or AMIDEast. The Admissions department will accept copies of transcripts and test scores if materials have an IIE stamp.
- e. If the department is highly interested in admitting the applicant, send an email to ISSP at issp@msu.edu noting interest and request consideration for a tuition award.
- f. If OISS funding is available, OISS will prepare a funding letter stating the tuition award the applicant will receive.
- g. The department should prepare an admission letter outlining admission, department information, award details, and send to ISSP. The admission letter and OISS tuition award letter will be sent to the sponsor by ISSP.

- c. You will be notified as decisions are made throughout the application cycle.
- d. For questions, please email issp@msu.edu

NOTES and DETAILS:

- a. OISS awards are not available to students receiving the “Top-Up” award from The Graduate School.
- b. The award is for fall and spring semesters only and covers up to 9 credits per semester for a master’s candidate or up to 6 credits per semester for a doctoral candidate. Consideration will be made for departments that require additional full-time credits.
- c. Award does not cover fees, health insurance, or living expenses.
- d. The award cannot be used toward summer semester tuition.
- e. Maximum duration of the award is two years (four semesters) for a master’s student and three years (six semesters) for a doctoral student.
- f. Since the award covers tuition only, that means that if the student receives a graduate assistantship, the OISS award is no longer applicable (since GA’s cover tuition already) and cannot be used or “saved” for a future semester.
- g. Likewise, if the student takes less than the 6 or 9 credit maximum, there are no “extra” or “leftover” funds to be “saved” or refunded to the student. Any award funds not used will revert back to OISS to fund other scholarship opportunities.

OISS Cost-Sharing applies to students with the following sponsorships only: - Fulbright (from IIE, LASPAU, or AMIDEast) (IIE = Institute of International Education) - IIE Ford - Other scholarships administered by IIE, LASPAU or AMIDEast