

# I-20 Request Process and Funding for International Applicants

*Updated February 2020 (MGP Release 2.19.20)*

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 quickly as possible by reviewing the information below.

## If you are offering department financial support (e.g., RA/TA/Fellowship/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.
- The 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](#) or [Admitted International Graduate Students](#) (sample I-20 request form available here).
- 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.
- Students must accept the offer of admission in the online application via payment of the ECD, *and then* they will have access to complete & upload their 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:** <https://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-information/financial-ability-requirement/>

**Current Tuition and Fees Rates:** <https://www.washington.edu/opb/tuition-fees/current-tuition-and-fees-dashboards/graduate-tuition-dashboard/>

**The Office of Fellowships & Awards:** <https://grad.uw.edu/graduate-student-funding/funding-information-for-departments/>

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](mailto:gemshelp@uw.edu)  
[Graduate Enrollment Management Services](#) (GEMS)  
The Graduate School

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

(Updated February 19, 2020)

*If applicant(s) is not yet admitted-*

1. From the MGP Main Page > Admissions Decisions to Convey > 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 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 comments to GEMS in the Dept Comments field.
6. Review the information and select **Save**.

### IF RECEIVING AN RA/TA/GSA:

- Enter the **Monthly Salary** amount for each awarded quarter into the box. *(The amount will automatically be multiplied by 3 to show the total salary for each quarter.)*
  - Refer to GSSA Salary Schedule link if necessary.
- Select "Yes" to "**Does this provide GAIP insurance coverage?**" for each awarded RA/TA/GSA quarter.
- Choose "Full" to "**Does this provide tuition coverage?**" for each awarded RA/TA/GSA quarter.

### IF RECEIVING A DEPARTMENT SCHOLARSHIP OR FELLOWSHIP AWARD:

- If student will be receiving a stipend, enter amount per quarter into the Stipend column.
- Use the "Other Description" to enter the name of the award.
- Enter funds into "Other Amount" if needed.
- If applicable: update the answers to "GAIP insurance coverage?" and "Tuition coverage?"

### NON-RESIDENT DIFFERENTIAL (NRD) WAIVER – DEPARTMENTAL AWARD

NRD definition: the student is receiving an award that waives the non-resident portion of tuition. The student is responsible for the resident portion of tuition.

- If the student is receiving an NRD from the department (**not the Graduate School**):
  - Enter "Dept NRD" into "Other Description"
  - Update the answer to "Does this provide tuition coverage?" >> Change from "None" to "NRD" for each awarded quarter.
  - It is not necessary to enter a dollar amount. (GEMS uses the UW average NRD value on all I-20s.)

### IF RECEIVING GRADUATE SCHOOL AWARDS OR FUNDS (International Student Tuition Waiver; Top Scholar; NRD, etc.):

Graduate Program Advisors no longer need to enter Graduate School funds into the Funding Info Page. Awards approved by the Graduate School's Fellowships & Awards Office via the Awards Management system will already appear on the Funding Info screen.