



## Graduate International Student Awards Letter (GISAL) Information

Effective immediately, the Social Security Administration (SSA) requires that we use the GISAL format to notify international students of the departmental awards they will be receiving.

- Please use the GISAL form to notify your international students of all financial awards, scholarships, and/or fellowships. List only confirmed and guaranteed amounts. (Note that delays will occur if revised GISAL forms must be submitted.)
- All “Yes or No” blanks on the form must be addressed. Incomplete forms will not be processed.
- The GISAL must be printed on departmental letterhead stationary.
- The GISAL must have an original signature and date (blue ink preferred).
- **An original GISAL must be received by the Graduate College before visa processing can begin.** Send the original GISAL letter to Graduate Admissions, ATTN: International Visa Area. Our office will include this original GISAL letter when mailing the I-20/DS-2019 form to the student.
- The GISAL form is required so students can present it to their embassy with their other visa paperwork. If departments wish to send a more personal letter indicating financial awards to international students, please feel free to do so.
- Please note that the student will need another original of the GISAL letter prepared by the department *AFTER* they have arrived here. Departments should keep an unsigned, undated original copy of the GISAL letter to release to the student after their arrival on campus. The Social Security Administration (SSA) will require the letter (dated after the student’s arrival) when students apply for their social security number or individual taxpayer identification number.

If you have any questions or concerns regarding awards for international students and requirements for visa document preparation please contact the Graduate College International Visa Area (GIVA) by e-mail at [gcvisa@grad.arizona.edu](mailto:gcvisa@grad.arizona.edu) or by phone at (520) 621-5762.