

GISAL - Instructions

Section: To Whom It May Concern

Fill in the following:

- Student's full name – *clearly print or type as it appears on passport or in COSMOS*
- Student ID – *clearly print or type SID (ex. S00123456)*
- Nature of student's job – *clearly print or type job title (ex. research assistant, library aide, wait staff)*
 - For "Other Awards" or non-employment, use Not Applicable or n/a
- Start date and Number of Hours **per week** (If not working, use n/a for Number of Hours)
- Employer contact information:
 - Employer – *UA hiring department + phone number*
 - Print Employer Name and Title (Immediate Supervisor)
 - Employer signature (Immediate Supervisor) and Today's date

Section: Graduate Hires - **Check Yes or No for each line, check Applicable Terms for each line, and provide \$ award amounts as indicated.*

Please note: *Enrollment Data determines the financial amounts used when preparing the I-20 or DS-2019. It does not preclude the student from registering for more or fewer classes after they arrive. The financial amounts indicated on the visa forms are estimated figures for a 9-month academic year and are based on the tuition and costs published by UA's International Student Programs and Services (ISPS) office. The amounts are not adjusted or changed until ISPS establishes and publishes updated cost estimates, which is typically once each year. The figures may not be the same as the current tuition schedule, but are the costs used for visa document preparation. You can communicate tuition increases to your students and explain that the estimated cost formula for visa purposes is not updated as quickly.*

Lines 1-4

-Assistantship/Associateship Awards-

- Assistantship and Associateship Awards (Lines 1-4) – **If awarding a Graduate Assistantship/Associateship, then you MUST also check GA Non-Resident Tuition Award, GA Remission Award (includes surcharge) and GA Health Insurance Award in this section.**
 - Yes or No must be marked for each line (1-8)
 - Must check applicable term(s) (ex. Fall, Spring, both)
 - Must indicate "Graduate Assistantship" or "Graduate Associateship" by circling the appropriate choice
 - Enter TOTAL ACTUAL SALARY PAID FOR FALL & SPRING

Please note: *The 50% GA assistantship award equals a 100% GA Remission Award (includes surcharge). The 25% or 33% GA assistantship award equals a 50% remission award. If your department wishes to grant a 100% Non-Resident tuition award, for a 25% or 33% assistantship, please check the "GA Remission award" in this section AND the "Graduate Tuition Scholarship"(includes surcharge) listed under **Other Awards**. This will show the student as fully funded for registration costs. The dollar amount indicated on the blank line (under **Assistantship and Associateship Awards**) must reflect the TOTAL award amount to be disbursed over the checked terms. (ex. If both terms are checked, please add the amount for each term and write in the sum of the two.)*

Lines 5-8

-Other Awards (Lines 5-8)-

- Yes or No must be marked for each line (1-8)
- Each applicable term(s) (ex. Fall, Spring, both) must be checked
- If awarding "Fellowship/Scholarship", check Yes and write TOTAL amount that does not include tuition or fee scholarships indicated elsewhere on this form
- If awarding another amount not indicated elsewhere on this form, check Yes and write TOTAL amount on "Other" line (ex. If you check both Fall and Spring terms, and award \$2000, this will be disbursed as \$1000/Fall and \$1000/Spring; if you check Fall only, and award \$2000, this will be disbursed as \$2000/Fall)
- "Summer": All Summer awards are considered a stipend. Only indicate this award if it is a guaranteed amount. Please write in the year of the award and the amount. Do not write in OPTIONAL Summer stipends – these should be discussed independently with students when they arrive on campus.

If the department does not plan on the student having to provide further proof of financial support (i.e. fully funded), the sum of the student's award should be equal or greater than the minimum amount of \$42,735 and if applicable must cover any program fees or dependent (spouse/child) costs. Please use the GISAL Worksheet in My GradColl to complete the grand total of all departmental awards and enter the corresponding data into the GISAL form.

QUESTIONS regarding the form or other situations not covered here: Please contact Graduate International Visa Assistance (GIVA) at the Graduate College by email at gcvisa@grad.arizona.edu or by phone at (520) 621-5762.