

Office of International Programs

1024 Campus Delivery
Fort Collins, CO 80523-1024 USA
Tel +1 (970) 491-5917
Fax +1 (970) 491-5501
www.international.colostate.edu



Knowledge to Go Places

Service Fee Schedule for Regularly Enrolled Sponsored Foreign Students

Organizations, embassies, and agencies sponsoring foreign students receiving special administrative services from the Office of International Programs over and above those provided to all foreign students and participating in the sponsored students billing program are expected to pay an additional service fee.

1. Services provided:

- Provide a central contact point for sponsors: The Sponsored Student Advisor is housed in the Office of International Programs and is the liaison to faculty and departments, Graduate School, Admissions, Housing and third-party billing in Student Accounts
- Serve as liaison between the Admissions Office, Graduate School and Intensive English Program for admission to regular or special academic programs. Expedite the reviewing and forwarding of admission packets from the sponsor to the admissions office and departments. Monitor the placement of sponsored applicants. Expedite the processing of I-20s and DS2019 immigration forms for students and advise students/families on immigration concerns
- Coordinate financial arrangements, such as delayed billing of individual invoices for tuition and fees, assistance and routing of financial support letters, processing of special contracts and distribution of checks to participants; coordinate “custodial/agency accounts” for research funds. Ensure that students are able to register for courses on a continuous, uninterrupted basis
- Orientation: Assist participants in understanding sponsor regulations, conveying to them sponsor specific procedures for such paperwork as study plans, health insurance claim forms, field trip reports, reimbursement requests, dependent certification, research budgets, program extensions
- Monitoring: Provide regular reports to sponsors on academic progress including “Early Warning” advance notice to sponsors whose students are in academic difficulty. Coordinate SEVIS requirements for sponsored students and families
- Provide additional logistical assistance and counseling with personal matters such as mental and health problems, academic assistance, legal affairs, family and dependent concerns and general advising
- Coordination of sponsor site visits to Colorado State, including arranging appointments with students, advisors, admission office personnel and other university officials.

2. Rate of Compensation:

Agencies and embassies sponsoring foreign students receiving the services listed above are expected to pay an Administrative fee of \$375 per semester (fall, spring and summer).

If a student is not enrolled full-time, but is present on campus and receiving services, the fee will be charged.

Services not mentioned above may be individually negotiated.

For more information about the services, please contact:

Colorado State University
Office of International Programs
International Student & Scholar Services
Attn: Sponsored Student Programs
Fort Collins, CO 80523-1024
Telephone: (970) 491-5917, and Fax: (970) 491-5501