Call for Nominations – 2018/2019 Academic Year
OIE Out-of-State-Tuition Waivers for International Students

The Office of International Education has been allocated a limited number of out-of-state tuition waivers for use by outstanding international students. We invite nominations from unit heads (Deans, Directors, or Department Heads) of outstanding international students for receipt of these waiver awards for the 2018-19 academic year. Details regarding the nomination process and eligibility are outlined below.

Eligibility
- Students must be bona-fide international students (non-U.S. citizens or non-U.S. permanent residents), enrolling or enrolled in a full-time degree-seeking course of study at UGA
- Undergraduate or graduate students are eligible.
  - Current undergraduate students must possess and maintain a 3.0 GPA for the duration of the award.
  - Current graduate students must possess and maintain a 3.5 cumulative GPA for the duration of the award.
  - Newly admitted nominees who have been accepted for admission in Fall 2018 should have a minimum 3.30 undergraduate GPA, or a 3.50 graduate GPA, if grad work has been completed elsewhere.
  - Returning international students with grades of Incomplete (I) or Unsatisfactory (U) in courses taken at UGA are not eligible for this waiver.
- Current students as well as recently admitted students are both eligible.
- Waivers may be applied in the summer term as well, if requested.

Nomination Process
Each College is accorded waivers based on international student enrollment. Unit heads (Deans, Directors or Department Heads), or their appointed representatives (such as graduate coordinators; business managers, etc...) may nominate outstanding international students, undergraduate or graduate, who are currently enrolled or enrolling in degree programs within the college. **No department may nominate more than three students, and each nomination must be ranked 1, 2 or 3.** The Department Head or Dean will receive an email asking them to confirm support for the nomination. This confirmation must be submitted or the nomination will not be reviewed.
• Nominations should include for each student a **brief** statement from the nominating unit stating the reason(s) the student should receive the award; (no more than three or four sentences).
• Nominations will be accepted between January 8th, 2018 and April 9th, 2018, and reviewed by the waiver committee in OIE.
• Notifications as to approvals / denials of waivers will be issued by the end of April. Notifications for initial students may be issued earlier than April, depending on the department.
• Questions may be referred to Robin Catmur: rcatmur@uga.edu

**Online Request Process:**

The department representative must have approved access to iStart, our online portal in order to access and submit a nomination. Access request Instructions are below.

Log in to iStart once you are approved (usually within one business day), using your UGA MyID. Under “Departmental Services” in the left-hand menu, select the OIE tuition waiver nomination form. Complete and submit the form.

If you are interested in nominating a **U.S. citizen or U.S. permanent resident** graduate student, please contact Kristin Lawrence in the Graduate School: krabney@uga.edu

**Instructions on accessing OIE – iStart online portal**

• Navigate your browser to [https://istart.uga.edu](https://istart.uga.edu)
• Click on “Administrative Services for University Departments” in the lower left corner of the screen.
• Click on “Departmental Services” in the left-hand menu.
• Click on “Departmental Access Request” in the sub-menu.
• Fill out all the fields on the request form. Mark the checkbox after reading the statement, and then click “Request Access” at the bottom of the screen.

Once approved for access (usually within one business day), you will receive an email confirming your access and providing further instructions. You may then login to the iStart portal to nominate students. To do this, follow these steps:

• Open your web browser and go to [https://istart.uga.edu](https://istart.uga.edu).
• Click on “Administrative Services for University Departments”, in the lower left-hand corner of the screen.
• When the next screen opens click on “Departmental Services”, in the left-hand menu. A sub-menu of items will open in the left-hand menu. Click on the menu item entitled “OIE Tuition Waiver Application”.
• Complete and submit the nomination form.