**Student Scholarship**

**Fixed Amount**

***Forms:***

To be completed **by student**:

1. IGL funding form
2. Payment authorization forms – different depending on residency status
	1. **US Citizen** – W9 form
	2. **Resident Alien** – W9 form and residency card number
	3. **Non-Resident Alien** – W8BEN form and Alien Payment Form
		1. If you would like to provide an alternative local address please do via email or your check will be sent to the address on your W9 or W8Ben
			1. **This address must be a non-campus address**

***Procedures:***

1. Upon confirmation of scholarship approval with the IGL Director (Sherman Teichman), **an IGL funding form** should be filled out immediately including the following information:
	1. Student name and program affiliation
	2. Itemized Budget
	3. Scholarship/Funding amount
	4. Purpose of the scholarship (e.g. internship, research, conference, etc.)
	5. Expected outcome (e.g. presentation, written report, etc.)
	6. Travel period and destination (if applicable)
	7. Location/Country
2. All of the appropriate forms must be filled out and, in some cases, your final product must be received by the office before your scholarship will be processed
3. These forms should be brought directly to the Institute Administrator (Neshelle Loessi) or the Program Assistant (Lauren Bailey)
4. Once you get back from your research trip abroad, you **MUST** submit copies of your travel receipts and boarding passes **within 30 days** to the Program Assistant (Lauren Bailey) or the Institute Administrator (Neshelle Loessi).