

# Contacts

## Academic Affairs

- cluster funding

## Diversity & Inclusion

- administer diversity fellowships, administer diversity enhancements, partner with admissions regarding diverse student population

## English Language Programs (ELP)

- administer English proficiency tests, input ELP Status in SES/SmartPages, oversee ISI (International Summer Institute)

## Evanston Office of Graduate Financial Aid

- federal, private, and emergency loans, AmeriCorps, Veterans/GI funding

## HR/Payroll

- W-4 forms, I-9 verification, overpayment letters, cutting rush checks, tax experts, information regarding tax treaties with other countries

## International Office

- process visas, registration questions related to visa status

## Program/Financial Assistants

- Employment letters for SSN, verification of funding for loans, mortgages

## School Dean's Office

- allocate funding to programs, administer banked quarters (qualified programs only), distribute enrollment targets, 1<sup>st</sup> point of contact for funding questions, approve funding exceptions, commitment approvals

## Student Finance

- tuition and fee charges, 3<sup>rd</sup> party billing, account payments, refunds

## Student Health Insurance

- NU-Ship enrollment or waiver, questions about coverage, cancelling coverage, set health insurance rates

## Student Services

- registration, leaves of absence (medical, general), withdrawals, dismissals, parental accommodations, fellowship awards (Ryan, Presidential, etc), application for degree, expected graduate date in SES/SmartPages, conference travel grant

## TGS – General Mailbox

- U-Pass, activity fee, activity fee waivers