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IUPUI Graduate Office

To: Deans, Associate Deans of Graduate Study
From: Janice Blum, Ph.D.
CC: GAC
Date: May 6, 2020
Re: Funding international graduate students unable to enter the U.S. for Fall 2020 due to COVID-19

Comments: In an effort to bring clarity to IU guidance on funding international graduate students who are unable to enter the U.S. for the Fall 2020 semester due to travel restrictions or visa processing delays, we have provided a summary of key highlights, as well as IUPUI guidelines below. As with all IU policies, always check with your dean for further guidance and requirements.

There has been some discussion on financial aid to international graduate students who are unable to move to the US, but who wish to take courses online in fall 2020. The Graduate Office is recommending if your school is interested in providing aid, that be done through a tuition fee waiver or scholarship to support tuition. There is the possibility of stipend support as an SAA/teaching assistant as outlined in the attached documents. But IU is strongly discouraging appointing any international student residing outside the US during their enrollment, as the instructor of record. Attached you will find two related documents from IU, *Guidance on International Graduate Students Working from Overseas for Fall 2020 due to COVID-19*, and a template email to be used as a follow-up to new international graduate students who were offered an SAA and may not be able to enter the US for the start of the Fall 2020 semester. The campus is urging care in appointing international students who cannot come to the US as research assistants, given the additional oversight necessary in tracking remote work and potential limitations in funding sources.

IU Highlights:

- The University is permitting graduate programs to offer a Student Academic Appointee (SAA) to students on a **temporary basis** due to visa processing delays and travel restrictions.
 - IU could still be subject to laws in the country the work is being performed.
 - Student Academic Appointees must be able to work remotely, in their home country, at least 15 standard hours per week (between 15 and 20 hours).
 - Departments must consider the different scenarios (below), and how they would impact the student's ability to perform some or all of the SAA duties from overseas before offering an SAA.
 - A U.S. bank account is required to pay students for wages earned.
 - If a student does NOT have a U.S. bank account, wages should be deferred until they can obtain a U.S. bank account.
 - If the SAA involves research responsibilities the school must consider possible consequences under U.S. export control laws – see <https://research.iu.edu/compliance/export-control/index.html>. Consult with Export Control at export@iu.edu.
 - Under no circumstance can IU permit an individual to work from one of the countries comprehensively sanctioned by the U.S.—currently, Iran, Cuba, North Korea, Syria, and Crimea (the Russian-controlled area of Ukraine).
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IUPUI Guidelines:

- If your school decides to offer an SAA to a student outside the U.S., you should carefully consider the student's appointment, funding source, and supervision.
- IUPUI graduate students teaching from outside the U.S. CANNOT serve as the instructor of record.
- Consider adjusting student stipend/salary amount given the work is being performed in another country, and cost of living may be significantly less.
- Tuition waivers/scholarships recommended as financial aid to cover tuition rather than SAA with stipend support.

IUPUI Steps:

- Obtain dean approval for incoming (new or returning) graduate student appointments (SAA).
 - Hourly/temporary employees who happen to be students ('student employees' but not AC3) must be approved by the school dean. Requests are being reviewed by HR on case by case basis using the IUPUI HR request form. Consider the source of funding for these positions.
 - Consult with Export Control at export@iu.edu for any appointments involving research.
 - Submit the [IUPUI HR request form](#) for both temporary hourly student appointments and SAAs.
 - Approval must first be obtained from the dean and the school's HR Business Partner prior to the submission of the form.
 - The form routes to the RC Fiscal Officer for review/approval and then routes for campus review.
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