GUIDE TO SUBMITTING SPONSORSHIP AUTHORIZATION FORMS

Access the on-line Sponsorship Authorization Form

- Click on the following link: Sponsorship Authorization Form

Enter all requested information to sponsor the student’s tuition and fees (T&F)

- Under “Campus Solutions Student ID,” enter the student’s Campus Solutions ID number (7 digits)
  - The student can provide their ID#, or log into myUTH to locate their number.
  - If they do not know their number, please contact GSBS Finance to obtain their number:
    Sabina Martinez (☎ 713-500-9885, ✉ Sabina.M.Martinez@uth.tmc.edu)

- Press Tab or Enter after entering the Student ID#. The “Name” of the student will automatically populate.
• Enter as follows:
  o REVISED FORM? (Y/N) –
    → Enter N if this is a new (and the first) form being submitted for the student, for the semester.
    *(If using multiple accounts, a sponsorship form is required for each account. Enter N for each form that is submitted for each account. Only one account per form, per student, per semester.)*
    → Enter Y if this is a revised form and one had already been submitted for the semester.
  o MD/PHD Student? (Y/N) – Enter Y if your student is an MD/PhD student. If not, enter N.
  o Career/School – always select GSBS – Biomedical Sciences
    Term of Sponsorship will appear. Check that the right term is populated or selected.

Additional screens will appear.

• Enter your Invoicing and Billing Information:

  o Institution – Enter institution name
  o Department – Enter department name *(Do not enter Accounting Department name)*
  o Address1 – Enter physical address *(Do not enter a P.O. Box address or Accounting’s address)*
  o City – Enter city
  o State – Enter state abbreviation
  o Post Code – Enter zip code
• Enter account and expense charge information:

⇒ If you are an administrator from **UTHEALTH**, enter the information as follows:
  
  o UTHealth Account? – Check the box
  
  o UTHealth Account # – Enter chartfield string or account number to be charged
    
    If your account does not include a Project # or Class Code, enter 0 in the appropriate boxes.
    
    *(If using multiple accounts, a sponsorship form is required for each account. Only one account per form, per student, per semester. Please make note under “Comments and Special Instructions.”)*
  
  o Non-UTHealth Acct # - **Do not** enter any information in this box
  
  o Acct Name – **Do not** enter any information in this box

   ![UTHealth Expense Form](image1)

⇒ If you are an administrator from **MD ANDERSON OR OTHER NON-UTHEALTH INSTITUTION**, enter the information as follows:

  o UTHealth Account? – **Do not** check this box.
  
  o UTHealth Account # – **Do not** enter any information in these boxes
  
  o Non-UTHealth Acct # – Enter chartfield string or account number to be charged
    
    *(If using multiple accounts, a sponsorship form is required for each account. Only one account per form, per student, per semester. Please make note under “Comments and Special Instructions.”)*
  
  o Acct Name – Enter name of department

   ![MD Anderson Expense Form](image2)
ALL administrators from UTHEALTH, MD ANDERSON OR OTHER NON-UTHEALTH INSTITUTION, enter the remaining information:

<table>
<thead>
<tr>
<th>Grant Funds?</th>
<th>Grant End Date</th>
<th>Total Amount</th>
<th>or Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/06/2015</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

GSBS and MD Anderson do not pay:

- Audit Fee
- Graduation Fee
- Late Payment Fee
- Late Registration Fee
- Repatriation/Evacuation Fee
- Student Health Insurance

*Check any additional expenses this sponsorship will pay:

- Audit Fee
- Graduation Fee
- Late Payment Fees
- Late Registration Fees
- Student Health Insurance
- Liability Insurance

Comment:

Any comments for the Bursar’s Office

For example: T&F paid on 3 separate charfield strings. Forms 1 of 3

Signature Authority on Account to Be Charged: Name of authorized signatory.

Today’s Date: 11/06/2015

- Grant Funds? – Check if grant funds. If not, leave it unchecked.
- Grant End Date – Date will default to the current date.
  If Grant Funds are used, modify date to appropriate end date of the grant.
- Total Amount – Enter only if you wish to charge a specified amount. Otherwise, leave blank.
- or Percentage – Enter only if you wish to pay for a student’s T&F based on a specified percentage.
  (Example: Enter “100” for 100% coverage if sponsoring student’s full T&F from the account provided, for the semester.
  Example: Enter “50” for 50% if sponsoring half of student’s T&F from the account provided.
  If using multiple accounts, a sponsorship form is required for each account. Only one account per form, per student, per semester. Please make note under “Comments and Special Instructions.”)
- Submission of the Sponsorship Authorization Form will pay for a student’s tuition and required fees.

GSBS (UTHealth and MD Anderson) do not pay for:

<table>
<thead>
<tr>
<th>Audit Fee</th>
<th>Graduation Fee</th>
<th>Late Payment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>Repatriation/Evacuation Fee</td>
<td>Student Health Insurance</td>
</tr>
</tbody>
</table>

* Students are responsible for above mentioned fees. *
Although the following options are available to select, do not check the following expenses:

- Audit Fee
- Late Payment Fees
- Repatriation/Evacuation Fee
- Graduation Fee
- Late Registration Fees
- Student Health Insurance
- Liability Insurance

The only exception is the Liability Insurance, also known as Medical Liability Insurance. This fee is assessed once a year for MD/PhD students only, to be paid by the sponsor. Please check the Liability Insurance box if your form is for an MD/PhD student. Sponsor will only be charged for Medical Liability Insurance if the student has this fee in their bill. Sponsor will not be charged if the student does not have this fee in their bill.

- Comments and Special Instructions – Enter any information you need to share with the Bursar’s Office. (Use this section to explain if using multiple accounts. Example: T&F paid on 2 accounts. Form 1 of 2.)

- Signature Authority on Account to Be Charged – Enter name of authorized signatory of the account

Enter your Contact Information:

You must Print this completed form if you would like a copy for your records. The Bursar’s Office receives only the data entered into the form and cannot provide a copy of the form.

1. Press “Print” first to print a copy of the form for your records. (highly recommended)
2. Press “Submit” to submit the form to the Bursar’s Office. Once you submit, the “Submit” button will disappear and the form will be sent directly to the Bursar’s Office.

- Press “Cancel” if you no longer wish to “Submit” the form, or if you need to re-start again.
• A Message will appear confirming that your form has been successfully submitted to the Bursar’s Office.

![Message]

- You can print or copy the Message for your records.
- Press “OK” to continue.

• The “Submit” button will disappear, and the “Create New Form” button will appear.

![Form Submission]

- Press “Create New Form” if you wish to submit another form.
- Exit from the screen or form completely if you are finished.

Questions related to your submitted form?

CONTACT THE BURSAR’S OFFICE:
☎ 713-500-3088
✉️ sponsorbilling@uth.tmc.edu