## **Financial Policies for Brazil Scientific Mobility Program**

## A) General Billing

1) All billing statements and invoices (for tuition, fees, housing, meal plans, insurance, etc.) should be sent to IIE at <a href="mailto:bswbpayment@iie.org">bswbpayment@iie.org</a> or to the address below, so that we can make payments on your behalf upon receipt of the invoice.

Institute of International Education ATTN: Finance-2nd Fl. Brazil Scientific Mobility Program 809 United Nations Plaza New York, NY 10017-3580

- 2) Upon your arrival on campus, make sure that you contact the Bursar or Accounting Office and request that all billing statements and invoices be sent to IIE. Inform your University that your scholarship is "foreign-sourced".
- 3) You MUST update your address to your U.S. University residence hall address or your off-campus address once you arrive at your University. Failure to do so will result in delayed receipt of important documents, such as health insurance and banking cards.
- 4) You will most likely receive billing statements from your University via email or mail. Before sending any invoices to IIE, please contact the University first and make sure they will invoice IIE directly. If they will not invoice IIE directly, you are ONLY then permitted to forward IIE the invoice, as long as it includes a written statement/email from the University saying that they will not invoice IIE.
- 5) All Universities/entities that bill IIE need to provide IIE with a W9 form. Without the W9 form, IIE cannot issue any payments to the University or housing provider.
- 6) If you have any questions, concerns, or require forms from IIE, please email <a href="mailto:bswbpayment@iie.org">bswbpayment@iie.org</a> and specify your request by following the email guidelines (see screen shot below).



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7) Please note: All requests will take 10-15 business days to process. This includes, but is not limited to, payments of invoices, payments of application fees and housing deposits, electronic funds transfers, reimbursements, financial guarantees, health insurance coverage, etc.