PURDUE EXAM AWARD INSTRUCTIONS

You must be an undergraduate student at Purdue (If you have graduated from Purdue, you are not eligible for the award.) who has passed a SOA/CAS exam.

**NOTE:** An Exam Award Application must be turned in prior to taking an exam; otherwise you will not be reimbursed!

**U.S. CITIZENS OR PERMANENT RESIDENTS:**

1. You will receive an email in January with instructions on what you need to do next. Ms. Julie Morris will prepare an Excel spreadsheet with the names of all students who have passed one or more exams after the Actuarial Awareness Night is held in April. You can expect reimbursement 6-8 weeks after that event. If you are graduating in December, please email her at jmorris@purdue.edu. You may be reimbursed before you leave the university. (Purdue no longer requires that a Form 79A be filled out in order to process your exam award(s.).)

**INTERNATIONAL STUDENTS:**

1. You will receive an email in January with instructions on what you need to do next. Ms. Morris will prepare an Excel spreadsheet with the names of all students who have passed one or more exams after the Actuarial Awareness Night is held in April. You can expect reimbursement 6-8 weeks after that event. If you are graduating in December, please email her at jmorris@purdue.edu. You may be reimbursed before you leave the university. (Purdue no longer requires a form INT be filled out in order to process your exam award(s.).)

2. You are also required to log into the Glacier system (if you do not have a Glacier account, please let Ms. Morris know and she will request one for you) in order to produce a “Tax Summary Form”.
   a. If you do not have a social security number, mark “Apply for ITIN” where it asks for the social security number.
   b. Select “Other” as the income type, then “Award or Prize.”
   c. If you have any trouble logging into the Glacier system, contact Cheryl Byers in Taxes at 494-1697 (in Frehafer).

3. Along with this Tax Summary Form, depending on your status (F-1 or J-1), you need to submit copies of your I-20, the visa stamp from your passport, and your I-94 document (available online). Other documents (W-4, W-8BEN, etc. if applicable) may be required depending on your status.

4. **For a J-1, you need to submit a Form DS-2019.** You must use Internet Explorer on a PC in order to successfully complete this form.

5. Drop off all of the paperwork to Ms. Morris’ office (Math 820).

**Note:** If you are leaving the U.S. after graduation and will no longer have a U.S. address, you are advised to complete a wire transfer form (Form 52A) in order to receive your reimbursement. Let Ms. Morris know and she will email the form to you.

If you have a U.S. bank account and will be returning to campus, complete the Electronic Funds Transfer Agreement instead of the wire transfer form.