

## 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. These forms are available on the Actuarial Science web site under CNA Exam Awards. PLEASE complete the paperwork before the Awards presentation on campus.

1. Complete the **Form 79A “Request for Award or Prize Payment to Student”**:

This form must be TYPED, no exceptions (This is an Excel form – be sure to use the form dated July 2008.). Fill in your name, permanent (not campus) address, and your social security number, and print out the form. Sign and date the form in the lower right-hand corner. Julie will complete the rest of the form in order for the award to be processed.

Turn this form in to Julie’s mailbox in Math 835 or drop it off at her office (Math 827).

### **INTERNATIONAL STUDENTS:**

1. Complete the **Form 79INT “Request for Award or Prize Payment to Student”**:

This form must be TYPED, no exceptions. Fill in your name, campus address, and your social security number, and print out the form. Sign and date the form in the lower right-hand corner. Julie will complete the rest of the form in order for the award to be processed.

2. You are also required to log into the **Glacier system** in order to produce a **“Tax Summary Form”**. Select "Award or Prize." Along with a print-out of your “Tax Summary Form”, depending on your status (F-1 or J-1), you need to submit **copies of your W-4, I-20, I-94, and your visa stamp from your passport. 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.**

The form cannot be completed on a Mac computer (Julie’s computer is a Mac, so please do not ask to use her computer – go to one of the computer labs on campus). If you have any trouble logging into the Glacier system, contact Tamara Carpenter in Taxes at 494-1697 (in Frehafer).