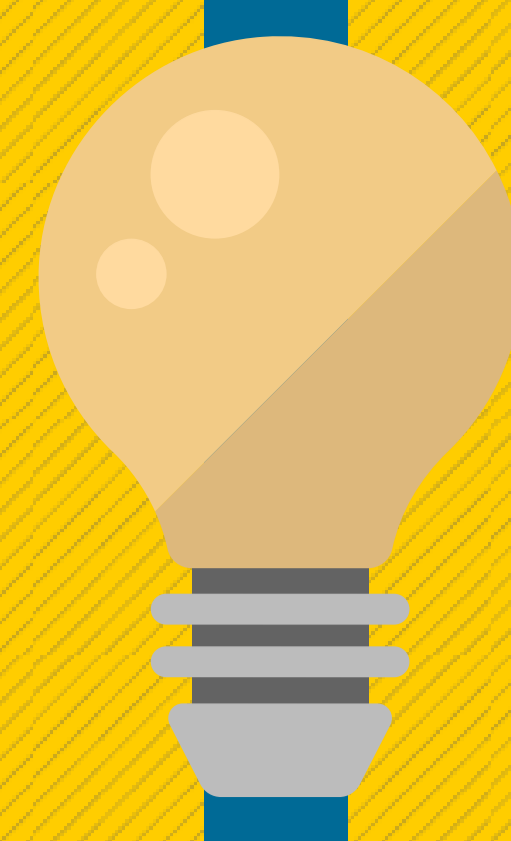


# 7 steps

## for sponsored student billing at UC San Diego



Sponsored students are those students who are enrolled at UC San Diego, and require UCSD to bill an outside agency (public or private sector sponsor including: military agency, educational institution, and international embassy) for tuition and mandatory fees.

#1

### Submit Financial Guarantee

Your sponsor will provide a Financial Guarantee, giving SFS stipulations for the sponsorship coverage.

Must include:  
Student's name, PID,  
coverage duration, specific  
charges to be covered,  
and agency contact  
information.

#2

### Complete Billing Authorization

Once your financial guarantee is submitted, you must complete the Direct Billing Authorization form to allow SFS to release and provide information to your sponsor. This form also provides the terms and conditions of third-party billing facilitated by SFS.

#3

### Waive Health Insurance

Many sponsors do not cover USHIP- please confirm this with the agency or SFS. If necessary, apply for the health insurance waiver by the published deadline to ensure you are not billed for this fee.

#4

### Pay Miscellaneous Fees

Typically, miscellaneous fees (eg. parking, bookstore, etc.) are not covered with one's sponsorship. We suggest checking your account activity when monthly billing statements are released. If there are any open charges on your account not covered by your sponsor, they can be paid online or in-person.

#5

### Check Account Holds

Prior to the start of each quarter login to TritonLink and verify there are no holds on your account. Certain holds may block your ability to enroll for future quarters.

#6

### Review Account Balance

All tuition and registration fees will be charged to your account, and you will see your sponsorship credit reflected as separate corresponding line items. If there are tuition or registration fees outstanding and your account is current and clear of holds, please contact SFS to inquire further.

#7

### Stay Up-to-Date

Please ensure Student Financial Solutions has the most current version of your Financial Guarantee and Direct Billing Authorization. Outdated documents may cause a delay in processing your sponsorship credit.

Connect with us!

Email: [undergrad3rdparty@ucsd.edu](mailto:undergrad3rdparty@ucsd.edu)

Phone: 858-822-4727

Website: [Student Financial Solutions Third-Party Billing](#)

In-Person: Student Services Center Suite 355