Federal **Student Aid**
An OFFICE *of the* U.S. DEPARTMENT *of* EDUCATION

FOREIGN SCHOOL SUPPORTING DOCUMENTS AND IMPORTANT RESOURCES

October 2024

How to Submit Supporting Documents

All certified participating institutions that submit an eligibility application via the the *Application to Participate in the Federal Student Aid Financial Aid Programs (*E-App*)* via the FSA Partner Connect website must also upload its supporting documents electronically. Documentation can be uploaded directly through the E-App on FSA Partner Connect at **https://fsapartners.ed.gov/title-iv-program-eligibility/title-iv-participation-application**.

Your school will need to ensure its staff has the correct FSA Partner Connect access to view, complete, or submit the E-App:

- Schools must have a designated Eligibility & Oversight (E&O) Administrator who can access new E-App.

- New FSA Partner Connect E&O User Roles PDF: **https://fsapartners.ed.gov/sites/default/files/2024-01/TablePC2UserAccessRoleSummary.pdf**

- If you have questions about access, use the **Contact Customer Support Form** in the FSA Partner Connect Help Center with "Partner Connect Feedback" as the topic, or contact the FSA Partner and School Relations Center at 1-800-848-0978, Monday–Friday 8 a.m. to 8 p.m. Eastern time (ET).

Gather all supporting documentation prior to starting your application (see the sections below about the types of documentation that may be required). FSA Partner Connect will not allow you to submit your application unless all required documentats are uploaded with your submission. Note: if the original supporting documents are not in English, certified English translations of the documents must be provided.

Once your application is submitted, an eligibility analyst will be assigned to your review.

Basic Supporting Documents

- Foreign country legal authorization to provide an education program beyond the secondary school level in the country where the school is located.

- Legal authorization by the education ministry, council, or equivalent agency of the country in which the institution is located to provide an educational program beyond the secondary education level; and awards degrees, certificates, or other recognized educational credentials in accordance with § 600.54(e) that are officially recognized by the country in which the institution is located.

- If applicable, the validation agreement(s) with any educational institution that validates the degrees awarded.

- If applicable, documentation of non-profit status from the appropriate government entity within the country where the school is located.

- If application is for initial certification, the institution must register in our eZ-Audit system **https://ezaudit.ed.gov/docs/registration.pdf** and submit its audited financial statements for its two most-recently completed fiscal years that are prepared in accordance with the accounting principles of the country where the school is located. Audited financial statements must include the supplemental schedule information. **https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2021-09-30/financial-responsibility-supplemental-schedule-audit-requirement**.

- Student loan default management plan, unless the school elects to adopt the Department's default management plan. See Secretary's Sample Default Management Plan: **https://fsapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2005-09-30/gen-05-14-sample-default-prevention-and-management-plan**.

- Provide links to your most recent catalog(s), including all sections dealing with degrees, programs of instruction, admissions policies, satisfactory academic progress policy, institutional refund policy, academic term and credit system, locations, tuition and fees, and financial aid disclosure.

- If applicable, provide copies of written agreements with other institutions, any affiliation agreements, your study abroad policy and internship requirements of your academic programs.

- If application purpose in FSA Partner Connect, is to seek Recertification, Initial, or Reinstatement, institutions will be required, at a minimum, to submit its Admission policy, Refund policy, Academic and Financial Aid Satisfactory Academic Progress (SAP) policy, and Return of Title IV Funds (R2T4) policy.

  - Admission Policy: School should develop and follow procedures to validate a student's high school completion if there is a reason to believe that high school diploma is not valid

or was not obtained from an entity that provides secondary school education. Also, identify in your policy regular students as having high school diploma or have the recognized equivalent of a high school diploma.

   – Institutional Refund Policy: School's refund policy developed by the school or as mandated by the school's approving country or government agencies.

   – FSA Assessments for R2T4: **Return of Title IV Funds | Knowledge Center**

   – FSA Assessments for Financial Aid SAP: **Satisfactory Academic Progress | Knowledge Center**

- Student Information Consumer Disclosures: While many requirements are mostly waived for Foreign schools, schools must provide evidence related to their Consumer Disclosures. For more information, refer to the table in the Foreign School Handbook: **https://fsapartners.ed.gov/sites/default/files/2022-2023/2022-2023_Foreign_Schools_Handbook/_knowledge-center_fsa-handbook_foreign-schools-handbook_2022-2023_appx-appendix-consumer-information-requirements.pdf**.

- To complete your eligibility submission, your eligibility application will be emailed to your authorized signature authority for signature through DocuSign. The DocuSign request will come from **dse_NA4@docusign.net**. Your application will not be considered submitted until FSA receives the electronic signature.

Additional Supporting Documents for Foreign Medical Schools, Including Freestanding and Foreign Medical Schools Subsumed in a University

A foreign medical school must submit the following additional supporting documentation. If the original supporting documents are not in English, certified English translations of the documents must be provided.

- Foreign country legal authorization to provide a graduate medical education in the country where the medical school is located.

- Foreign country accreditation by the legal entity within the country that evaluates the quality of graduate medical education. The documentation must include review of all clinical programs/sites of the graduate medical school. **https://sites.ed.gov/ncfmea/**

- Provide proof that its MD accreditor is listed as the medical accreditor approve by NCFMEA for their country.

- Provide proof that its medical accreditor is WFME recognized, if applicable.

- Provide proof that its MD program is listed in International Medical Education Directory (IMED).

- For MD program offered as post graduate – MCAT required as part of admission as stated in the institutions rules and regulations.

  - School requires U.S. students to take and submit MCAT scores as part of admission application.

  - MCAT not required for admission because it is an undergraduate entry program.

- Graduated classes in the two preceding calendar years 20XX and 20XX.

- Basic Science: taught exclusively in the country

- Provide copy of its medical program curriculum.

- If applicable, the written agreement(s) with any clinical sites offered in home country, or in the U.S. or in a third-country.

- Must have a valid formal affiliation agreement with each hospital or clinical locations at which all or portion of its MD program's core or required or elective clinical rotations are provided. Clinical affiliation agreements must address the following:

  - Maintenance of the school's standards (A)

  - Appointment of Faculty to the medical school staff (B)

  - Design of the Curriculum (C)

  - Supervision of Students (D)

  - Evaluation of student Performance (E)

  - Provision of Liability Insurance (F)

- If applicable, the legal authorization from the U.S. medical licensing board and/or evaluating body(s) for any clinical site located in the U.S.

- If applicable, the legal authorization that the clinical program was approved by a U.S. state as of Jan. 1, 2008, and is currently and has been continuously approved since that time C.F.R. 600.55(F).

- If applicable, the legal authorization that the clinical program was approved by a U.S. state as of Jan. 1, 1992, and is currently and has been continuously approved since that time.

- Provide answers to the following questions for each academic year since this data was last reported:

  - During the most recently completed calendar year, how many of your regular students, and graduates from the three preceding years, took any "step" of the examinations administered by the Education Commission for Foreign Medical Graduates (ECFMG)?

- How many of these students received passing scores on any "step" of the examinations?

- Provide annual USMLE Pass Rate annual report or ECFMG Special Report.

- Provide annual Student Performance Data which must include citizenship data for preceding calendar year.

Additional Supporting Documents for Foreign Veterinary Schools

A foreign veterinary school must submit the following additional supporting documentation. If the original supporting documents are not in English, certified English translations of the documents must be provided.

- Foreign country legal authorization to provide a graduate veterinary education in the country in which the veterinary school is located.

- For a veterinary school that is public or private nonprofit, if veterinary clinical facility is located outside United States or home country, provide proof that the site is included in the accreditation of a veterinary program accredited by the American Veterinary Medical Association (AVMA); or no individual student takes more than two electives at the location and the combined length of the elective does not exceed eight weeks.

- Proof of accreditation from one of the four Veterinary MD accreditors approved by the Department.

    1.   Royal College of Veterinary Surgeons
    2.   American Veterinary Medical Association
    3.   Australasian Veterinary Boards Council
    4.   European Association of Establishments for Veterinary Education

- Graduated classes during each of the two 12-month period preceding app.

- Employ only faculty members whose academic credentials are equivalent to faculty members teaching the same course in US.

- No portion of the foreign veterinary program offered to US students, other than the clinical training portion, is provided outside of the country in which the main campus of the foreign veterinary school is located.

- For profit institution, students must complete their clinical training at an approved veterinary school located in the U.S.

- If applicable, the written agreement(s) with any clinical sites offered in the U.S. or in a third-country.

Additional Supporting Documents for Foreign Nursing Schools

A foreign nursing school must submit the following additional supporting documentation. If the original supporting documents are not in English, certified English translations of the documents must be provided.

- Foreign country legal authorization to provide nursing education in the country in which the nursing school is located.

- Written agreement with a hospital, or accredited school of nursing (as such terms are defined in section 801 of the *Public Health Service Act* (42 U.S.C. 296)), located in the U.S. that requires the students of the nursing school to complete the students'clinical training at such hospital or accredited school of nursing.

- Written agreement with an accredited school of nursing located in the U.S. providing that the students graduating from the nursing school located outside of the U.S. also receive a degree from the accredited school of nursing located in the U.S.;

- Provide answers to the following questions for each academic year since this data was last reported:

  - During the most recently completed academic year, how many of your regular students and graduates took the National Council Licensure Examination for Registered Nurses in the preceding year?

  - How many of these students received passing scores on the examination?

Resource Information on the Foreign School Information Page

The **Foreign School Information page** provides resources and information pertinent to the administration of federal student aid of the foreign schools community.

- Foreign School Eligibility – Eligibility criteria, application process, participant responsibilities and supporting documentation requirements.

- Foreign School Direct Loan setup and SAIG overview – Instruction for funding setup and contact information.

- Foreign School Direct Loan Processing – Overview of the process for loan origination, disbursement, funding and reconciliation.

- Foreign School Assessments – Student eligibility, institutional eligibility, default prevention and management, consumer information, automation and managing funds, and FSA policies.

- Foreign Schools Handbook – A general resource for foreign schools that describes the direct loan program and procedures, foreign school eligibility and participation requirements, and borrower eligibility requirements.

- Federal Student Aid Handbook – provides policy guidance to schools and entities that administer the federal student programs.

- Foreign School Audit Guide (and its amendments) – This resource describes the annual requirements for compliance audit reporting and audited financial statement reporting. *Guide for Financial Statement Audits and Compliance Attestation Engagements of Foreign Schools*

- FSA COACH for Foreign Schools – An online, interactive training tool that introduces users to the basic concepts and rules of Federal Student Aid processing.

- "Dear Colleague" Letters and Electronic Announcements – The Department publishes guidance concerning the administration of the *Title IV*, *HEA* programs to participating institutions through Dear Colleague Letters and Electronic Announcements. Some communications that are of particular relevance to foreign institutions are listed below.

  - **(GEN-14-20) Subject: Ineligible Courses at Foreign Institutions | Knowledge Center**

  - **(Direct Loans) Subject: William D. Ford Federal Direct Loan Program Reconciliation | Knowledge Center**

  - **(General) Subject: Recommendations: What Postsecondary Institutions Should Work to Avoid When Issuing Financial Aid Offers | Knowledge Center**

  - **(GEN-10-18) Subject: Guidance to foreign institutions on various Title IV requirements | Knowledge Center**

  - **(GEN-01-08) Subject: Sample Default Management Plan | Knowledge Center**

  - **Waiver of Certain Consumer Information Requirements for Foreign Institutions of Higher Education | Knowledge Center**

  - **Aid for International Study | Federal Student Aid**

  - **(GEN-11-05) Subject: Implementation of Program Integrity Regulations | Knowledge Center**

  - **Written Arrangements Between U.S. and Foreign Institutions | Knowledge Center**

- Additional resources and information of importance to foreign schools include:

  - Federal Student Aid Knowledge Center: **https://fsapartners.ed.gov/knowledge-center**

  - Cohort Default Rates**: https://fsapartners.ed.gov/knowledge-center/topics/default-management**

- eCFR: 34 C.F.R. Part 668 Subpart L -- Financial Responsibility: https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-L

- EZ audit - **Electronic Submission of Financial Statements and Compliance Audits for All Schools and Other Entities | Knowledge Center**