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.

**Steps**

1. **Submit Financial Guarantee**
   - Your sponsor will provide a Financial Guarantee to SSF indicating the student(s) and charges to be covered. Must include student’s name, PID, coverage duration, specific charges to be covered, and agency information.

2. **Complete Billing Authorization**
   - Once your financial guarantee is submitted, you must complete the Direct Billing Authorization form to allow SFS to release information to your sponsor. This form provides 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 and 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 (e.g., parking, bookstore) are not covered with one’s sponsorship. Check your account activity when monthly billing statements are released. If there are any open charges on your account, they can be paid online or in-person.

5. **Check Account Holds**
   - Prior to the start of each quarter, log into TritonLink and verify there are no holds on your account. Certain holds may prevent your sponsorship credit from being applied to your fees. If left outstanding, this may lead to class cancellation and late fee assessment.

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 is aware of any changes to your sponsorship. Outdated documents may cause a delay in processing your sponsorship credit.

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Email: undergrad3rdparty@ucsd.edu
Phone: 858-822-4727
Website: Student Financial Solutions Third-Party Billing
In-Person: Student Services Center Suite 355

Connect with us!