



Business and Fellowship Processing Office Requests

Submit requests at

<https://go.illinois.edu/grad-request>

NOTE: do not include SSNs, ITINs, Driver's license, or Passport numbers in ticket requests.

How to complete a ticket request:

1. Answer the first two questions with a simple Yes/No, choosing from the drop-down menu.

Incoming students who do not yet have a UIN will be prompted for contact information.

If the request is being made on behalf of someone else, you will be asked to provide the UIN for that person.

Are you a current Student or Employee of the University of Illinois? *

Is this request being submitted on behalf of someone else?

2. Select the topic: This will help us assign the ticket to the appropriate person.

If the topic of your question/request is not shown, select “other” and provide your question/request in the description box further down in the form.

Topic *

x ▲
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Fellowship
Conference Award
Research Experience for Undergraduates (REU)
Student Insurance
HRFE Home Organization Updates
Other Business and Fellowship Process Request

3. Select the sub-options by checking the desired box(s).

For example, under Student Insurance, the following options are available and in this example Summer Extension, Dental and Vision Insurance are chosen. It is possible to select more than one category. If your question/request is not shown, please select “other” and provide your question/request in the description box further down in the form.

Student Insurance

- Health Insurance Coverage
- Dependent's Reimbursement
- Summer Extension
- Dental Insurance
- Vision Insurance
- Opt Out Process
- Other Insurance Request

4. Write a brief summary of the request.

Summary * 

Does my insurance cover vision?

5. In the description box, thoroughly describe the question/concerns. If you would like additional people to be copied on this ticket, please add their UINs in the description.


Description 

I have extended my insurance for summer. Do I qualify for a new purchase of vision and dental insurance starting this summer?

6. Provide our name and email address.

7. Verify and click on request to submit

Verification Code *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Request

After submitting your ticket:

Once the request has been submitted, a confirmation email will be generated. The email will include the ticket number and a link to view the status of the request. You may receive additional updates as your request is worked on, including requests for additional information. Please be sure to watch for ticket updates.