

Cheat Sheet – Continuing GC International Students: What You Need to Know to be Paid on Time

All information regarding financial aid, including fellowships and graduate assistant appointments, will be communicated via your **Graduate Center email account**. Please be sure to check this account regularly so that you do not miss important information.

Most fellowship awards at the Graduate Center have two components: a financial aid award and a graduate assistantship appointment.

1. The financial aid award components are the tuition awards and financial aid fellowships. Financial aid fellowships typically pay once a semester. Student who non-resident aliens for tax purposes can sign up for direct deposit to a US bank account with the Bursar. Otherwise, the check will be mailed to the student's CUNYfirst mailing address. Resident aliens can sign up for direct deposit via CUNYfirst or the check will be mailed to the student's CUNYfirst mailing address.
2. Graduate Assistant appointments are managed by the Provost's Office and then processed by the Human Resources Office. The salary is paid bi-weekly through New York State payroll. Students may set up direct deposit through the Payroll Office.
3. **Students must have an active SEVIS status in order to receive the financial aid fellowship or graduate assistantship.**

In order to avoid delays to your payments, please take the following steps:

Step 1- Accept your financial aid award:

- Financial aid awards, including tuition remission awards must be accepted on CUNYfirst student center under the view financial aid link.
- Graduate assistant appointment letters are emailed to students' GC email addresses. The appointments must be accepted via a Web Form. A direct link to the web form will be provided in your appointment letter.
- Students who are resident aliens for tax purposes: If you have not already done so, sign up for direct deposit for your financial aid fellowship lump sum payment in CUNYfirst. Instructions can be found here: <http://www.cuny.edu/financial-aid/tuition-and-college-costs/refunds/direct-deposit/>. Non-resident aliens will need to contact the Bursar for information on direct deposit options.

Step 2 – Before classes begin:

- **Register as full-time (7 credits/WIUs) by July 30th for fall and December 31st for spring to ensure timely payment of financial aid awards and graduate assistant appointments. Audit classes do not count towards full-time enrollment for financial aid purposes.**
- Continuing Students who have never been on the GC payroll, must attend a Human Resources Orientation in the spring semester prior to the start of the Fall appointment. **You must attend an Orientation to be paid.** At the Orientation, the paperwork

necessary to add you to the GC payroll is submitted and you receive and sign a hard copy of your appointment letter.

- Update your Sprintax TDS information. Contact the Office of the Bursar with any questions.

Step 3 – Payment

- As long as the student has accepted their financial aid award and is registered full-time by July 30th for fall/December 31st for spring, the student can expect payment at the beginning of the semester. For financial aid fellowships (fellowship recipients and students receiving individual awards), you must have a social security number or tax identification number on file.
- The financial aid office will be requesting checks from the state bi-weekly. If the student misses the July 30th deadline for fall/December 31st deadline for spring, they will be on the next available check request list. The funds are usually received two weeks after the request is sent.
- International students are subject to a process each semester which determines the taxes (if any) that the student's home country requires to be withheld from the financial aid fellowship. This process will likely delay financial aid fellowship payment.
- If your program awards you a financial aid fellowship or a graduate assistant appointment after July 30th/December 31st, your payment may be delayed. The Graduate Center may be able to offer interest free loans to students whose payments are delayed. Please contact the Office of Fellowships and Financial Aid for details.

REMEMBER - You must accept both components of your awards separately in order to insure that you will be paid on time.

Please contact the Office of Fellowships and Financial Aid at financialaid@gc.cuny.edu for questions related to financial aid awards and Anne Ellis at aellis@gc.cuny.edu and Rosa Maldonado at rmaldonado@gc.cuny.edu for questions related to graduate assistantship appointments.