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

All information regarding financial aid/fellowships and graduate assistant appointments will be communicated via the email address you used on your admissions application. Please be sure to check this account regularly so that you do not miss important information.

Most awards at the Graduate Center have two components: a financial aid award and a graduate assistantship appointment. The financial aid award components are tuition awards and stipends. Stipends typically pay once a semester and are checks which are mailed to your home address by the Bursar. Graduate Assistant appointments are processed by the Human Resources Office. The salary is paid bi-weekly through New York State payroll checks which can be set up as direct deposit.

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

Step 1 – Accept your offer of admission with the Admissions Office.

Step 2 - Accept your award:

- Financial aid awards, including tuition remission awards must be accepted on Student Web under the Financial Aid tab.

Graduate Assistant Appointments are not available to accept until August at the ONE STOP SERVICES Event, August 19-21, 2015 (see more information below).

Step 3 – Before classes begin:

- Obtain a SSN/TIN number and submit that information to the Office of Financial Aid if requested in Banner.
- Attend a One-Stop Orientation and register for classes. You must be registered as a full-time student in order to be paid.

Step 4 - Glacier/Advances

- International students are subject to the Glacier process each semester in order to determine the taxes (if any) that the student’s home country requires to be held from the stipend. This process will likely delay stipend payment.
- The Graduate Center is willing to advance international students a portion of their stipend until the actual funds become available.
- Please contact the Office of Financial Aid for details.

Step 5 – Plan to attend the ONE STOP SERVICES Event for incoming students held at the Graduate Center, August 19-21, 2015.

ONE STOP SERVICES INFORMATION:
Incoming students receiving multi-year fellowships and one-year graduate assistant appointments should plan to attend ONE STOP where they will attend a Human Resources Orientation. **You cannot be paid until you attend an Orientation.**

- The purpose of the Orientation is to process you to the Graduate Center payroll so that you can begin receiving your payments in September.
- You will receive your official graduate assistant appointment letter at the Orientation.
- You will also receive a letter from the Human Resources Office which you can take to the Social Security Administration Office if you do not have a Social Security number.

Full information about ONE STOP, including a link to the ONE STOP website, will be emailed to you (at the address you used on your admissions application) in early July 2015.

Please contact Phyllis Schulz at pschulz@gc.cuny.edu for questions related to financial aid awards and Anne Ellis at aellis@gc.cuny.edu for questions related to graduate assistantship appointments.