Cheat Sheet - Incoming GC Doctoral 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 the email you used on your admissions application. Please be sure to check this account regularly so that you do not miss important information. Once classes begin, all email correspondence will be sent to your official Graduate Center email account.

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

1. The financial aid components are tuition awards and financial aid fellowships. Financial aid fellowships typically pay once a semester and are mailed to your address by the Bursar.
2. Graduate Assistant appointments are processed by the Human Resources Office. The salary is paid bi-weekly through New York State payroll. Students may set up 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 Banner Student Web under the Financial Aid tab.
- Graduate Assistant Appointments are not available to accept until August at the ONE STOP SERVICES Event, August 16-18, 2017 (see more information below).

STEP 3 – Before classes begin:

- Attend a One-Stop Orientation
- Register for classes. You must be registered as a full-time student in order to be paid.
- Update your mailing address in Banner.

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. Graduate Assistants cannot be paid until they attend an Orientation.

- The purpose of the Orientation is to process the paperwork necessary to add 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. Signing the appointment letter is how you accept your assistantship.

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 2017.
Please contact Phyllis Schulz at pshultz@gc.cuny.edu for questions related to financial aid awards and Anne Ellis at aeellis@gc.cuny.edu for questions related to graduate assistant appointments.