Cheat Sheet - Continuing GC Doctoral 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 your Graduate Center email account. Please be sure to check this account regularly in order to avoid missing 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 award:

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

Step 2 – Before classes begin:

- Register as full-time by August 5th for the fall semester to ensure timely payment of Financial Aid awards and Graduate Assistant appointments.
- Register as full-time by January 5th for the spring semester to ensure timely payment of Financial Aid awards and Graduate Assistant appointments.
- 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 you are processed to the GC payroll and you receive and sign a hard copy of your appointment letter.

Step 3 – Payment

- As long as the student has accepted their financial aid award and is registered full-time by August 5th for fall and January 5th for spring, the student can expect payment during early September. For the spring semester, payment will happen in early February. For financial aid stipends (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 August 5th or January 5th deadline, they will be on the next available check request list. The funds are usually received two weeks after the request is sent.
• If your program awards you a financial aid stipend or a graduate assistant appointment after August 5, your payment may be delayed. The Graduate Center may be able to offer advances to students whose payments are delayed. Please contact the Office of 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 Phyllis Schulz at pshulz@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.