

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 award components are tuition awards and financial aid fellowships. Financial aid fellowships typically pay once a semester and may be mailed to your address in CUNYfirst by the Bursar or direct deposited into your account through CUNYfirst.
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.

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 CUNYfirst under the view financial aid link.
- Graduate Assistant Appointments are not available to accept until the virtual ONE STOP SERVICES Event. Details will be forthcoming
- 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/>.

Step 3 – Before classes begin:

- Attend a One-Stop Orientation
- Register for classes. **You must be registered as a full-time student (7credits/WIUs) in order to be paid.** For future semesters, there will be a “financial aid registration deadline” on the academic calendar to ensure timely payment of your fellowship. For spring 2021, the financial aid registration deadline is December 31, 2020.
- Update your mailing address in CUNYfirst.

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 you 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 2020.

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 assistant appointments.