

## Cheat Sheet - Continuing 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 your **Graduate Center email account**. Please be sure to check this account regularly in order to avoid missing 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 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 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.
- 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/>.

Step 2 – Before classes begin:

- **Register as full-time (7 credits/WIUs) by December 31st 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, the paperwork necessary to add you to the GC payroll is submitted 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 December 31st, the student can expect payment during 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 December 31<sup>st</sup> 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 fellowship or a graduate assistant appointment after December 31<sup>st</sup> your payment may be delayed.

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 [pschulz@gc.cuny.edu](mailto:pschulz@gc.cuny.edu) for questions related to financial aid awards and Anne Ellis at [aellis@gc.cuny.edu](mailto:aellis@gc.cuny.edu) for questions related to graduate assistantship appointments.