**Q. How do fellows register for classes?**

**A.** Contact your academic program directly to arrange a meeting with an advisor and/or to ascertain the registration schedule for your specific program.

**Q. How do fellows get a tuition bill paid?**

**A.** When you receive an email with a DUE date, bring it to the Graduate School to obtain a tuition remission form. You must submit a completed tuition remission form to the Bursar’s Office every time you register in order to process tuition payment. **This process must be repeated every semester for every registration. This is NOT an automatic process.**

Please note that if you add a class after submitting the tuition remission form to the Bursar’s Office, you must revisit the Graduate School to obtain an additional tuition remission form.

1. **How do fellows get paid?**

**A.** You should have received the *Graduate Student Appointment Form, W-4 Form, Employment Eligibility Verification Form (I-9),* and *U.S. Tax Information for Nonresident Alien Students,* if applicable. These forms are requiredto process the stipend component of your fellowship. Please follow the instructions below to ensure proper processing of the paperwork:

**Instructions for Completing Forms**

Review and sign, where indicated, the *Graduate Student Appointment Form* and the *W-4 Form*.

An *Employment Eligibility Verification Form (I-9)* must be completed for every new fellowship recipient prior to payment. This form can be completed by the Graduate School Business Manager if you bring the original documentation to the Graduate School office, 1803 North Broad Street, 501 Carnell Hall. Alternately, the I-9 form may be completed by a notary (***complete Section 1 only***) and returned **notarized** with copies of required documents to the Business Manager at the Graduate School. The notary should complete the *Preparer and/or Translator Certification.*

Review the *Temple University Employment Notification Sheet* and *U.S. Tax Information for Nonresident Alien Students* and follow the instructions, if applicable. International students should visit the Office of International Services website at www.temple.edu/OIS/.

**Q. Are fellows eligible for other financial aid?**

**A.** If you have additional questions about financial aid eligibility, please view the Student Financial Services website at www.temple.edu/sfs/. The Office of Student Financial Services is located at 1801 North Broad Street on the ground level of Conwell Hall.

**Q. When do fellows receive stipend payments?**

**A.** Stipend payments are available the ***last*** business day of each month beginning Tuesday, August 31, 2010.

**Q. Where and when do fellows pick up stipend payments?**

**A.** Stipend checks can be picked up from the Graduate School office at 1803 North Broad Street, 501 Carnell Hall, any time the office is open. Feel free to visit Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m.

1. **Can fellows sign up to receive their stipend payments via direct deposit?**

**A.** Yes. Direct deposit is available for employees who are paid biweekly and monthly. To apply, complete a Direct Deposit form, including the required bank information. The authorization forms are available at through your TUportal account. The Human Resources office processes completed forms.

**Q. How can fellows find out about housing?**

**A.** To obtain additional information about on- and off-campus housing, please view the Office of University Housing and Residential Life website at www.temple.edu/studentaffairs/housing/. The housing office is located in 1910 Liacouras Walk, Suites 201 and 301.

**Q. How do fellows learn about health insurance?**

**A.** You can learn about health insurance options available to graduate students by visiting the Human Resources website at [www.temple.edu/hr/students/](http://www.temple.edu/hr/students/).

Please note: **YOU WILL NEED A COPY OF YOUR FELLOWSHIP AWARD LETTER TO ENROLL IN A HEALTH INSURANCE PLAN.**

**Q. When does the Fall semester begin?**

**A.** The Fall semester begins Monday, August 30, 2010.