

Summary of Terms of Award and Payment Schedule

- Unless indicated differently in your award letter, stipend payments will be disbursed August 23, 2013 (fall) and January 24, 2014 (spring). Summer stipend awards will be disbursed on June 10, 2014. All payments will be made via **Electronic Funds Transfer (EFT)** if registration is complete.
- Fellows are required to register full time at Berkeley (generally 12 units per semester) and to devote their time to study and/or research in the field in which the award is made, make satisfactory academic progress, and maintain a minimum 3.0 GPA. Fellows who are receiving a summer stipend as part of their multi-year award are required to register for 3 units during the summer. If the student's academic department requires enrollment of more than 3 units (or the student otherwise chooses to do so), please be aware that the fellowship will only cover the fees for 3 units.
- If your registration is not complete, your stipend payment will not be sent to your CARS account. To be considered registered, one must be enrolled in at least one class, have had at least the first installment of fees paid, and have no registration blocks.
- Have your fellowship stipend deposited directly into your bank account by signing up for Electronic Funds Transfer (EFT) at <http://eftstudent.berkeley.edu/>; it will be activated within 7 business days. If you have not signed up for EFT or if you have a past due CARS balance, your fellowship stipend will be paid by check. An email notification will be sent to you once the fellowship stipend check is available for pick-up at Cal Student Central, 120 Sproul Hall. If the check is not picked up within a week, it may be mailed to your local address on file in BearFacts (*if no past due balance exists*) or it will be cancelled. Re-issuance of a check usually takes about three weeks.
- If included in your award, registration fees and/or nonresident supplemental tuition will be credited directly to your CARS account.
- U.S. citizens and permanent residents are requested to complete a Free Application for Federal Student Aid (FAFSA). The FAFSA form is available online at <http://www.fafsa.ed.gov>.
- Unless further restricted in your award letter, if you are receiving a fellowship administered by the Graduate Division that will give you at least \$16,000 in stipend plus fees (the latter from either fellowship or academic appointments), you are subject to an employment restriction: students may work up to 25% during the academic year (that is, 25% each term or 50% for one term only). There is no work restriction for the summer term.
- This fellowship may be withdrawn or modified if you receive two full Graduate Division fellowships (each composed of a stipend plus fees) or you receive more than \$31,000 in stipend funding during the 12-month academic year (Fall, Spring, and the following summer). In either case, the combined funding must be approved by the Associate Dean of Fellowships. Please refer to your departmental award terms for further restrictions regarding the maximum stipend amount rule or holding more than one fellowship.
- Federal law and University policy **require** that graduate students in pursuit of an advanced degree conducting research, on or off campus, that involves human subjects in any way must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS) before the research is begun. Please see <http://cphs.berkeley.edu>.
- **Graduate Student Services: Fellowships must be informed immediately of any changes that may affect this fellowship, such as the offer of another award, withdrawal, change of major, etc.**
- U.S. citizens and permanent residents who are nonresidents of California are eligible to apply for California residency status for their second year of study. (**Your fellowship will, therefore, pay nonresident supplemental tuition only during your first year, if your fellowship includes nonresident supplemental tuition**). Please consult the Residence Affairs Unit in 120 Sproul Hall upon arrival in Berkeley for information regarding the steps that must be taken to establish California residency. Additional information may be found [online](#).
- Foreign Language and Area Studies (FLAS) fellows must enroll in a course in the language for which the award is made and an area or international studies course each semester while on fellowship tenure. **All courses must be taken for a letter grade**. Students are also required to submit the *Student Performance Report* after completion of the year, since failure to do so will jeopardize future federal funding.