THE GRADUATE FUNDING PROCESS

THE SUBMISSION FORM

- ✓ **Complete the form.**
- ✓ Submit the form.
- ✓ Form is reviewed by Graduate Success and logged for tracking.
- ✓ Sent to BSC for processing. Requester will receive Service Now updates.

INFO YOU WILL NEED

- ✓ Student name, Banner ID, Status (Masters or Doctoral)
- ✓ Student's physical address and phone number if new hire (confirm with student for most current information)
- ✓ Residency status confirmed through Banner (SGASTDN)
- ✓ Optional support documents (offer letters, etc.)
- ✓ Optional notes to the BSC to assist with processing

INFO NEEDED FOR HIRING

- ✓ Supervisor's name
- ✓ Student's position title – GRA, GTA, GAA, Graduate Lab Assistant, Graduate Reader/Grader, Lecturer
- ✓ Contract amount of pay (only Lab Assistant or Reader/Grader positions can have hourly rates)
- ✓ Position ID
- ✓ Start and end dates (start date must be at least 5 working days out from the day of request)
- ✓ Hours per week (cannot exceed 19 hours)
- ✓ Funding source (college, department, sponsored project, or faculty start up)
- CBC submission date and category for new hires
- ✓ Does student have SSN? (contact BSC to provide SSN for new hires over the phone)
- ✓ Student health insurance – see funding guidelines for eligibility requirements

INFO NEEDED FOR TUITION

- ✓ Semester to award payment
- ✓ Pay entire balance or pay specific amount
- ✓ Funding source
- ✓ Cost center or project ID (cost center cannot start with EG)

INFO NEEDED FOR SCHOLARSHIP/STIPEND

- ✓ Does award need to be competitive? (competitive scholarships have a $1,000 minimum and provide in-state tuition for the entire academic year)
- ✓ Semester to award funding
- ✓ Amount to be awarded
- ✓ Funding source
- ✓ Cost center or project ID (cost center cannot start with EG)