We look forward to seeing you in September! The information below will answer questions regarding financial aid payments and reiterate what is expected of a CSE financial aid recipient.

**Pay Dates:**
Fellowship recipients receive stipend payment on the last Monday of the month. (NOTE: Rackham Merit Fellows (RMF) recipients are the exception to this rule and will receive details about their stipend payment from the Rackham Graduate School.)

GSRA (Graduate Student Research Assistant) and GSI (Graduate Student Instructor) positions receive employment paychecks on the last working day of the month.

Note that your first payment will not be until the end of September. Plan on covering your expenses through the month.

**Tuition and registration fees:**
Payment of tuition and fees is applied directly to your U-M account. On occasion the September billing statement is sent prior to the posting of the tuition/fee payment. If that occurs, you may ignore the tuition/fees portion of that bill. All other charges, however, are your responsibility. Your October statement should reflect payment of your tuition and fees. If it does not, please contact me.

**Direct Deposit:**
Students should complete a direct deposit form in Wolverine Access under Student Financials. Otherwise, you’ll need to complete and submit the following form.
http://www.finance.umich.edu/finops/payroll/forms/directdepositauthorizationform

It is very important that you update Wolverine Access with your local Ann Arbor address, or your checks will be sent to your permanent address.

**Taxes:**
Fellowship stipends are considered reportable income. However, taxes are not withheld for US citizens. You will need to report these monies as income when filing your taxes in April. Please take this into account and adjust your budget and spending accordingly. You also have the option of filing a quarterly tax payment. See the Internal Revenue website for more information on this.


Another useful source of information for international students/taxes: http://internationalcenter.umich.edu/taxes/

Fellowship income for non-citizens may fall under a tax treaty. If you are an international student, please see me to determine if you are exempt. If you qualify as exempt, you must complete a form to avoid taxes being taken from your check. Tuition or fees payments are not taxable income. Books qualify as a tax deduction; save your receipts.

**Health Insurance:**
Fellowship recipients must sign up for GradCare on the U-M benefits site http://www.umich.edu/~benefits/jobgroups/grads.htm.

Students who will be a GSI or GSRA are considered U-M employees for benefits purposes and will receive information regarding health insurance from Anne Rhoades (GSI), Karen Liska and/or the lab administrator (GSRA).
Lab Administrators:
Kimberly Mann, Rm. 3820 BBB, kimrmann@umich.edu
Denise DuPrie, Rm. 4824 BBB duprie@umich.edu
Charlie Mattison, Rm. 4816 BBB charmatt@umich.edu
Michelle Beaudry, Rm. 4812 BBB beaudrym@umich.edu
(Please check with your faculty member regarding which administrator you should contact.)

All GradCare enrollment must be completed within 30 days of the term begin date for fellowship and within 30 days of date of hire for GSRA’s and GSI’s.

Upon arrival, international students will be required to enroll in health insurance through the International Center. You will need to make sure that the coverage is cancelled when coverage by your funding from CSE begins. You are responsible for any costs assessed to the period prior to Sept. 1.

Email:
U-M and EECS utilize email extensively. You must obtain a U-M unique name. Be sure to check your email regularly.

Mail Folders:
Each student will have a mail folder under the mail slots located in CSE Graduate Student Lounge on the second floor of the BBB building. Check your folder weekly. Do not use the university address for personal mail delivery.

Expectations:
The CSE Department expects all students receiving funding to:

Enroll in a course schedule approved by an academic advisor and take enough credit hours to maintain full-time status;
Maintain a 3.5 GPA;
Find a research advisor and begin research in the first year;
Make satisfactory progress; achieve academic milestones within program deadlines.
Students whose native language is not English must pass an English Skills for Teaching exam by the end of their first term to be eligible for future aid (for GSI’s the exam would need to be passed before their first term).

Summer 2016 funding:
As you become acclimated and learn more about professors and research projects, you will want to begin planning for 2016 summer support. To receive first summer funding, financial aid and benefit recipients are required to remain in Ann Arbor working on research with a faculty member. It is your responsibility to find a research advisor. In March I will contact you regarding locating an advisor and finalizing your summer research plans. Your CSE research advisor will pay half of your summer funding as a research assistant. If you entered with GSRA funding for the first year, you will have full GSRA funding through the first Spring-Summer Term.

Resources:
The University of Michigan has many resources available to its students. Please don’t hesitate to use them. The following list of resources for students on the College of Engineering web page is a good starting point:
http://ink.engin.umich.edu/home

GSIs and GSRAs will be receiving additional information: GSIs from Anne Rhoades and GSRA’s from Karen Liska and/or the lab administrators. If you need help determining your lab administrator, let me know.

GSIs:
All incoming GSIs will be required to attend CoE and EECS training/orientation sessions on September 3rd and 4th. Anne Rhoades will contact you beforehand with exact times/locations, agenda, and registration links. Additionally, all first time GSIs need to attend an advanced practice teaching session during the fall term (dates to be determined).
http://crlte.engin.umich.edu/gsi_serv/egsito/
http://crlte.engin.umich.edu/aptregistration/

I hope this information is helpful as you begin your time at the University of Michigan. I look forward to working with you during your time here at University of Michigan! Feel free to contact me.

Best regards, Dawn Freysinger