

From: [Dean of the Graduate Division](#)
To: [Dean of the Graduate Division](#)
Subject: RE: Guidance: Funding and Appointments for International Graduate and Professional Students Based Overseas
Date: Wednesday, November 25, 2020 4:14:00 PM

November 25, 2020

TO: CAMPUS DEANS and VICE CHANCELLORS
ASSISTANT DEANS
GRADUATE DEPARTMENT AND GROUP CHAIRS
MSOs
GRADUATE PROGRAM ADVISORS
GRADUATE COORDINATORS
CC: SENIOR ASSOCIATE VICE CHANCELLOR - ACADEMIC AFFAIRS
FR: JAMES ANTONY, Dean of The Graduate Division
TIFFANY SWIDERSKI, Director of Graduate Student Financial Support

SUBJ: UPDATED GUIDANCE: Funding and Appointments for International Graduate and Professional Students Based Overseas

Dear Campus Partners,

On August 13, 2020 [initial guidance](#) was shared about how UCOP advised us to set up fellowship funding and/or make GSR and ASE appointments for international students who remain overseas, either because of travel restrictions or because of delays obtaining visas.

That initial guidance remains in effect with the following notes and updates:

- **Section 7b:** has now been extended to include appointments made for Winter Quarter 2021 and Spring Quarter 2021.
 - In determining whether to extend an offer of employment to an ASE or GSR for winter/spring term 2020-21, programs, departments, schools, colleges and graduate divisions should NOT send students a survey to fill out.
 - Note: With the exception of ASEs/GSRs residing in trade sanctioned countries* or that are subject to [President Trump's May 29, 2020 Proclamation on the Suspension of Entry as Nonimmigrants of Certain Students and Researchers from the People's Republic of China](#), if an ASE or GSR has already been given a funding package or an appointment letter that includes employment for the academic year 2020-21, they should remain eligible for that employment, even if they must perform their duties from their current country of residence.
- **Section 3a, Item i:** The Graduate Division plans to update ASE letters for Winter/Spring 2021 appointments in the IA system as soon as possible.
- **Section 3a, Item ii:** For term-by-term GSRs who have not yet received an appointment letter for winter or spring quarter, departments may draft their own appointment letters including the following language verbatim:
For those academic appointees who are permitted to temporarily work from abroad, FAQs regarding working from abroad are located here:
https://www.ucop.edu/academic-personnel-programs/_files/special-announcements/faq-re-acad-appointees-teleworking-from-overseas.pdf

As always, our Financial Support Unit (FSU) is your first point of contact when you have any questions. You can reach them at grademployment@ucsd.edu with questions regarding ASE/GSR appointments (including tuition and remission), and gradfellowships@ucsd.edu with questions regarding fellowship stipend, tuition and fee payments.

*For additional information, please see [Export Control](#) or reach out to export@ucsd.edu.

From: Dean of the Graduate Division
Sent: Thursday, August 13, 2020 12:54 PM
To: Dean of the Graduate Division <graduatedean@ucsd.edu>
Subject: Guidance: Funding and Appointments for International Graduate and Professional Students Based Overseas

August 13, 2020

TO: CAMPUS DEANS and VICE CHANCELLORS
ASSISTANT DEANS
GRADUATE DEPARTMENT AND GROUP CHAIRS
MSOs
GRADUATE PROGRAM ADVISORS
GRADUATE COORDINATORS
CC: SENIOR ASSOCIATE VICE CHANCELLOR - ACADEMIC AFFAIRS
ASSISTANT VICE CHANCELLOR – ACADEMIC PERSONNEL
FR: JAMES ANTONY, Dean of The Graduate Division
TIFFANY SWIDERSKI, Director of Graduate Student Financial Support

SUBJ: Guidance: Funding and Appointments for International Graduate and Professional Students Based Overseas

UCOP has advised graduate deans on how we should set up fellowship funding and/or make GSR and ASE appointments to international students who remain overseas, either because of travel restrictions or because of delays obtaining visas. This letter offers a brief description of UC San Diego's approach.

First and foremost, we must all pay attention to export control guidelines, which specify what is allowable for students who are located in, or are nationals of, countries the US government defines as embargoed (e.g., Cuba, the Crimea region of the Ukraine, Iran, North Korea or Syria). *The International Students & Programs Office has released detailed guidelines pertaining to this subset of students.*

As always, students who wish to defer their offers of admission should discuss that option with their admitting program, which retains the discretion to offer deferrals.

For all other international students who have decided to matriculate remotely because of visa delays or travel restrictions, and for whom you are offering funding:

1. When possible, pursue fellowship funding over other forms of funding to meet these graduate students' support obligations.

- a. ASE appointments for new first-time, first-year international students who will be located overseas may prove challenging. We recommend you consider making such appointments when these students can arrive in the US and, if possible, use other funding mechanisms in the interim.
2. If fellowship funding is not possible and you've made the decision to offer a GSR or ASE appointment, please follow the standard appointment procedures you are accustomed to for making GSR or ASE appointments, requesting fellowship stipends, and for setting up tuition and fee payments. The student's visa status does not affect tuition and fees, and all matriculated students, regardless of whether they are at UC San Diego in person or remote, will be charged full tuition and fees as well as NRST. Payment of tuition and fees will adhere to commitments departments have made to students. GSGEI funds will be distributed for both eligible in-person and remote students.
3. Please **do not** write your own appointment letters.
 - a. The Financial Services Unit (FSU) in the Graduate Division has specific language about the nature of these appointments, as well as reminders to students about tax obligations, that must go into all appointment letters. We realize this is very different and appreciate your close attention to this important process change.
 - i. This language will be coded into the IA system for all ASEs.
 - ii. FSU will provide an appointment letter template that must be used for all GSRs.
 - iii. This language will be coded into the support letters available in the Graduate Student Database for all fellowship stipends.
4. Telework agreements should **NOT** be entered into with, or signed by, any international student working from abroad.
 - a. In lieu of telework agreements, verbal discussions should occur between the department/supervisor and the appointee who is working from abroad.
 - b. These verbal discussions should establish clear work and communication expectations, and be followed up by email to document those discussions.
 - c. As always, any issues related to collective bargaining agreements should be vetted with the campus Academic Personnel and Labor Relations offices.
5. FSU is working with Core Central Payroll and Student Financial Solutions to develop temporary mechanisms for disbursing employment salaries and fellowship stipends to international students who do not possess a social security number or a US bank account. More details will be provided soon.

6. Continuing international students who already are in our payroll and financial aid systems and who have US bank accounts should experience no issues; they should be encouraged to sign up for both types of direct deposit with their US banking information.

7. All of the approaches we are adopting for appointing international students working as ASEs or GSRs from abroad are intended to be temporary.
 - a. UCOP will likely place limitations on the amount of time we can continue to appoint students who are not located in the US.
 - b. We have been advised that, for now and until further notice, we should not appoint any international student who is working from abroad for any longer than the Fall 2020 quarter.

As always, our Financial Support Unit (FSU) is your first point of contact when you have any questions. You can reach them at grademployment@ucsd.edu with questions regarding ASE/GSR appointments (including tuition and remission), and gradfellowships@ucsd.edu with questions regarding fellowship stipend, tuition and fee payments.