

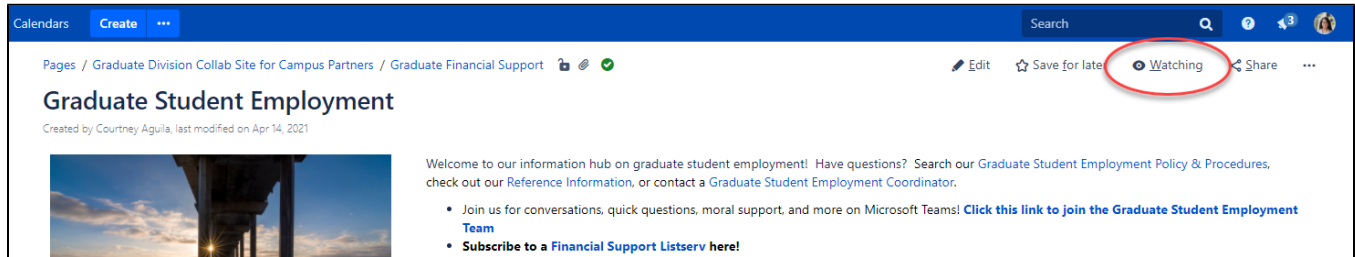
Graduate Financial Support FAQs

General Financial Support Topics

Collab Access

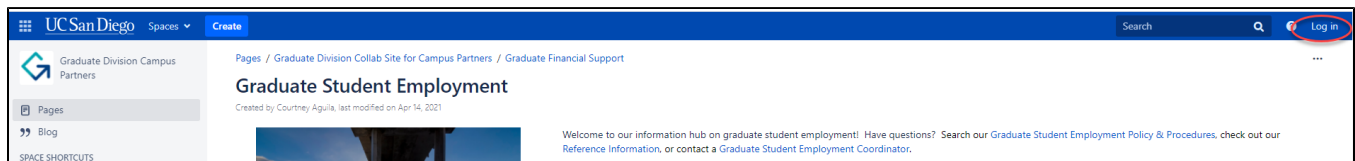
Overview

Click the Watch icon on our Collab pages to be notified of important updates.



Instructions

1. Log in to Collab and click Watch in the upper right-hand corner
 - a. If you cannot log in, move to Step 2
2. Members of other UCSD groups can request access to Collab / Confluence by going to the portal and filling out this catalog item: https://support.ucsd.edu/its?id=sc_cat_item&sys_id=9af5d148db514450008c9837db96190b
3. Complete the request form
 - a. Are you requesting this on behalf of yourself or someone else? **Myself**
 - b. What is the affiliation of the requestor? **UCSD**
 - c. What is the name associated to the Active Directory Account? (*your name*)
 - d. Which services does the requestor need access to? **collab.ucsd.edu (Confluence)**
 - e. When should access to these tools expire? **choose a date in the distant future**
 - f. Are there any other comments you would like to include? **add in any other details you think are relevant**



Confluence or Jira Access Request

Request access to Collab or ITS-Pro

*Are you requesting this on behalf of yourself or someone else?

- Myself
 Someone else


*What is the affiliation of the requestor?


- UCSD (Someone at a department in UCSD)
 UC Partner (Someone with a UC email address)
 Vendor (Someone with a non UC Email address)

*What is the name associated to the Active Directory Account?

*Which services does the requestor need access to?

- its-pro.ucsd.edu (JIRA)
- collab.ucsd.edu (Confluence)

*When should access to these tools expire? 

2031-04-16 

Are there any other comments you would like to include?

Would like to view/watch this space: Graduate Division Campus Partners

Funding for Graduate Students

Question:

What are the funding options for graduate students?

Answer:

Financial Aid

UC San Diego graduate students may apply for need-based aid by completing a Free Application for Federal student Aid (FAFSA). Need-based aid is administered through the Financial Aid Office, not the Graduate Division:

- [UC San Diego Financial Aid Office](#)
- [Financial Aid Timeline for Graduate/ Professional School Students](#)
- [Financial Aid Eligibility Requirements for Graduate Students](#)

Fellowships and Awards

Fellowships are generally merit-based awards that provide a stipend and tuition assistance to graduate students. Additional financial support and eligibility requirements may vary by award.

- [Fellowships and Opportunities for Entering Graduate Students](#)
- [Fellowships and Traineeships](#)

Academic Employment Opportunities

Financial support may be awarded through academic appointment of assistantships. These awards, generally administered by discipline and department, may grant a stipend and tuition payment for providing assistance in teaching and/or research support.

- [Job Opportunities for Graduate Students](#)
- [Academic Student Employees](#)

Google Drive - Access to Shared Documents and Folders

The Graduate Financial Support Unit (FSU) shares spreadsheets and other documents via Google Drive to create a single, centralized version of the file. We do this to avoid version control problems that arise when living documents are sent via attachment. This also streamlines our internal process, ensuring we review the most current information in the single version of that file. Our hope is that it provides visibility and efficiency for you all, as well (especially when there are updates to the data, turnover or reassignment within your unit, coordination between units, etc.).

Many of the documents we share broadly are available to anyone with an [@ucsd.edu](#) Google account - if you used another domain to request access (i. e. [@gmail.com](#) or [@eng.ucsd.edu](#)), please log in via your UCSD AD account and try again.

Access to some documents we share is more appropriately restricted and managed via Google Groups (also using the [@ucsd.edu](#) domain); it may be the case we need to manually add your account to this group.

If you have already attempted to access the document using your @ucsd.edu login and cannot, please submit a ticket at support.ucsd.edu/ITS and include "Attn: Jonathan Wai" in the subject line.

For those in Health Sciences:

In response to requests, we are now enabling Health Sciences users to collaborate using a UC San Diego Health provisioned Google account. It is important to note that if you choose to use Google Drive through UC San Diego Health, you must attest (via DocuSign form) that you will not store or share any ePHI data within this environment. If you would like to have a UC San Diego Health account activated, please contact the UC San Diego Health Service Desk at 3help.ucsd.edu to initiate the process.

For those managing multiple Google logins, you may find [Google Chrome Profiles](#) to be a helpful way to quickly access multiple accounts via shortcut without having to log in and out.

Graduate Student Financial Support Listservs

Subscribe to a Graduate Division Financial Support Listserv! Looking to join mailing lists for Graduate Academic Affairs? See: [Academic Affairs Listservs](#)

UC San Diego is now using Google Groups to administer [mailing lists](#). Refer to this [Google Groups Help](#) page for detailed instructions to subscribe to these and other UC San Diego mailing lists.

Name	Description	Email
Graduate Employment	Staff listserv. Employment-related policy information and updates, including UCPath data entry instructions.	grademp-l@ucsd.edu
Graduate Financial Support	Staff listserv. Employment + fellowship policy information and updates; includes all GradEmp information, in addition to fellowship stipend, fellowship tuition/fee updates, and third-party billing.	gradsup-g@ucsd.edu
Visiting Graduate Students	Staff listserv. Visiting Graduate Student information and updates.	visitinggradstaff-l@ucsd.edu

Microsoft Teams Channel

Join us for conversations, quick questions, moral support, and more on Microsoft Teams! [Click this link to join the Graduate Student Financial Support Team](#)

Part-time Students on Support

Question:

May a [part-time graduate student](#) receive financial support?

Answer:

Academic Employment - Graduate students must be registered in a minimum of 12 units of upper-division and graduate-level work each quarter to be employed at greater than 25% time during the academic year. Students registered in fewer than 12 units are eligible for 25% time appointments upon department approval.

Fellowships and Traineeships - Awardees must register in a minimum of 12 units of upper-division and graduate-level work each quarter. See: <https://ucsd.edu/catalog/front/GradAdmission.html#financial>

All graduate students who receive financial support must be in good academic standing as defined under the Standards of Scholarship in the General Catalog. See: <https://ucsd.edu/catalog/front/GradAdmission.html#financial>

A request to the Dean of the Graduate Division for an exception to policy must be endorsed by the student's advisor and department/program chair. Any payment that is an exception to policy must be pre-approved.

For questions regarding **need-based aid** eligibility, please contact Financial Aid: <http://students.ucsd.edu/finances/financial-aid/index.html>

Services & Support (submit a help ticket)

Visit the **Services & Support** website: <https://support.ucsd.edu/services>

If your request is for a particular student/list of students, please include the student's name, PID, and EID (if applicable). Including the PID and/or EID help us to best identify the student's account. After submitting your ticket to Services & Support, you will received an auto-generated email that confirms it was submitted successfully with the case number. The Financial Support Unit will do their best to respond within 5 business days. During busier periods, it could take longer.

Employment - I have a question about...

Employment Exception Requests

Please continue to submit [Employment Exception Request Forms](#) via the [Employment Exception Requests Google Form](#).

Types of employment exceptions include:

- Over-50%
- Non-Student Tutor/Readers
- Miscellaneous

Graduate Fee Remission - FSRT

Please utilize the [Student Support Portal](#) for submitting questions/issues regarding a graduate student's ASE or GSRTF Fee Remission.

Examples:

- I submitted GSRTF for my student a month ago and it has not yet been applied to their billing account. I am requesting a status update regarding my student's GSRTF.
- My student has ASE Fee Remission. They previously had a health insurance waiver for this quarter but recently cancelled it. We need the TA Health Insurance portion of fee remission re-applied to the student's account.

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Billing, Payments, Refunds**
 - c. Related to... **Student Payment Support**
 - d. More Specifically... **Graduate Student Fee Remissions (ASE/GSR)**
 - e. Subject... **Recommended: Student Name (PID)**
 - f. Description - **Helpful to give the student's name and PID, quarter, the type of employment, what was expected, what happened, take a screenshot**
 - g. Add attachments - **Attach screenshot, if applicable**

Submit a Ticket

Get help with billing & payment, refunds & financial aid disbursements, tax forms, and campus card.

*I want to...

Ask a Question or Make a Request

*About

Student Billing, Payments, Refunds

*Related to...

Student Payment Support

*More Specifically...

Graduate Student Fee Remissions (ASE/GSR)

*Subject

*Description

 Add attachments

Graduate Student Fee Remission - Accounting

Please utilize the [Budget and Financial Services Portal](#) for submitting questions/issues regarding fee remission posting to the ledger

Examples:

- I was expecting to see the remission post to XX Project, but I am not seeing it
- The proportional split of the remission seems incorrect

Submit a ticket

1. Select "Budget & Finance" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Unprocessed Costs Fee Remission service offering, please complete as follows:
 - a. About: Financial Accounting
 - b. Related to: Graduate Student Financial Administration
 - c. More Specifically: Graduate Tuition & Fee Remission Accounting
 - d. Subject... Recommended: Remission for Student Name
 - e. Description: Please include student's name, PID or EID, and the project in question

Tip: You can skip down to More Specifically... to search through the complete Offerings.

* I want to...

Ask a Question or Make a Request

* About

Financial Accounting

* Related to...

Graduate Student Financial Administration

* More Specifically...

Graduate Tuition & Fee Remission Accounting

* Subject

* Description

Policy & Procedures, Student Eligibility, Miscellaneous, Etc.

Please utilize the [Payroll, Academic Personnel & HR Portal](#) for submitting questions/issues relating to graduate student policies & procedures, student employment eligibility, benefits, miscellaneous questions, etc.

Examples:

- I am in the ECE department and am employing a CSE student as a Graduate Student Researcher at 49.99% for Spring 2021. What GSRTF title code and pay rate do I use?
- A student submitted a child care reimbursement form for their Winter 2021 employment as a GSR in their employing department, which is not the same as their home department. Who is responsible for processing the form? It is for John Smith (PID: A1234567 EID: 10348512) who a Math PHD student but is employed as a GSR in Physics for the applicable quarter.
- I am in the process of submitting an Associate-In application for a PHD student. The student has not yet advanced to candidacy, but is planned to advance prior to the start of instruction. What details should I include in the application?
- My student was hired as a 50% TA 2 weeks into the quarter; I know we need to calculate a TA Daily Rate of Pay but I'm not sure about the specifics. Are they eligible for TA Fee Remission? How do we calculate the TA Daily Rate of Pay? How do I enter into UCPATH?

Submit ticket to the [Payroll, Academic Personnel & HR Portal](#):

1. Select "Payroll, Academic Personnel & HR" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Graduate Student Academic Personal Policy service offering, please complete as follows:
 - a. I want to... **Make a Request or Report an Issue**
 - b. Subject... **Recommended: Student Name (PID) - Brief Topic**
 - c. Description - **Helpful to give the student's name and PID, quarter, the type of employment, what was expected, what happened, take a screenshot**
 - d. About... **UCPath-Student Support**
 - e. Related to... **UCPath-Graduate Student Academic Personnel Policy**
 - f. Add attachments - **Attach screenshot, if applicable**

Submit a Ticket

Get UCPath Support

*I want to...

Make a request

* Subject


* Description

* About...

UCPath-Student Support

* Related to...

UCPath-Graduate Student Academic Personnel Policy

 Add attachments

TA Fee Deferment/Loan Form Submission

Please utilize the [Student Support Portal](#) for submitting the TA Fee Deferment and TA Loan applications or any questions you may have regarding the programs.

Examples:

- I am submitting a TA Fee Deferment form on behalf of a student in my department.
- A student in my department would like to submit their TA Fee Deferment or TA Loan application. Can they submit it? Yes, student can follow the same prompt as below to submit their TA Fee Deferment/Loan applications.

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Billing, Payments, Refunds**
 - c. Related to... **Student Payment Support**
 - d. More Specifically... **Graduate Student Fee Remissions (ASE/GSR)**
 - e. Subject... **Recommended: Student Name (PID) - Quarter Year TA Fee Deferment or TA Loan (ex: John Smith (A1234567) - SP21 TA Fee Deferment**
 - f. Description -
 - i. **If there is an issue and you/the student need help with troubleshooting, it is helpful to give the student's name and PID, quarter, the type of employment, what was expected, what happened, take a screenshot.**
 - ii. **If it is just the submission of the form(s), please state what form is being submitted and any applicable information.**
 - g. Add attachments - **Attach completed TA Fee Deferment and/or TA Loan application form**

Submit a Ticket

Get help with billing & payment, refunds & financial aid disbursements, tax forms, and campus card.

*I want to...

Ask a Question or Make a Request

*About

Student Billing, Payments, Refunds

*Related to...


Student Payment Support

*More Specifically...

Graduate Student Fee Remissions (ASE/GSR)

*Subject

*Description

 Add attachments

UCPath for Graduate Student Employment

Please utilize the [Payroll, Academic Personnel & HR Portal](#) for submitting questions/issues relating to UCPath for Graduate Student Employment. This includes questions surrounding entry into the UCPath system and payroll errors that occur.

Examples:

- I process a new hire effective 04/01/2021 and after it was processed, the student's FTE was increased from 25% to 50% for the duration of the quarter. How can I update this in UCPath?
- I submitted an off-cycle pay request for graduate student John Smith (PID: A1234567, EID: 12345678), who was employed as a 50% TA for Winter quarter. The off-cycle pay request was for 01/01/21 - 03/31/21. The off-cycle was processed as a paper paycheck although the student has direct deposit set up in the system. Is it possible to cancel the paper check and have it processed as direct deposit?

Submit ticket to the [Payroll, Academic Personnel & HR Portal](#):

1. Select "Payroll, Academic Personnel & HR" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Graduate Student Academic Personal Policy service offering, please complete as follows:
 - a. I want to... **Make a Request or Report an Issue**
 - b. Subject... **Recommended: Student Name (PID) - Brief Topic**
 - c. Description - **Helpful to give the student's name and PID, quarter, the type of employment, what was expected, what happened, take a screenshot**
 - d. About... **UCPath-Student Support**
 - e. Related to... **UCPath-Student Support Student Pay**
 - f. Add attachments - **Attach screenshot, if applicable**

Submit a Ticket

Get UCPath Support

*I want to...

Make a request

*Subject


*Description

*About...

UCPath-Student Support

*Related to...

UCPath-Student Support Student Pay

 Add attachments

Visiting Graduate Students as Contingent Workers

Please utilize the [Payroll, Academic Personnel & HR Portal](#) for submitting questions/issues relating to UCPath for Graduate Student Employment. This includes questions surrounding entry into the UCPath system and payroll errors that occur.

Examples:

- I want to know if my unsalaried VGS needs to be entered into UCPath (the answer is yes)

Submit ticket to the [Payroll, Academic Personnel & HR Portal](#):

1. Select "Payroll, Academic Personnel & HR" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Graduate Student Academic Personal Policy service offering, please complete as follows:
 - a. I want to... **Make a Request or Report an Issue**
 - b. Subject... **Recommended: VGS/CWR (Grad Employment)**
 - c. Description - **Helpful to provide the name of your VGS and their VGS ID**
 - d. About... **UCPath-Student Support**
 - e. Related to... **UCPath-Graduate Student Academic Personnel Policy**
 - f. Add attachments - **Attach screenshot, if applicable**

Fellowships - I have a question about...

General Information

Please utilize the [Student Support Portal](#) for submitting questions related to **General Information**

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fellowship Advising for NIH Fellowship service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Funding Opportunities**
 - c. Related to... **Fellowship Application (Grad)**
 - d. Duplicate the ticket that was submitted
 - i. If you did not submit the ticket, include the original ticket number in the message
 - e. More Specifically... **General Information**
 - i. Select the general information category when you are gathering information about an opportunity and would like to ask a question to the Graduate Fellowship Advisor.

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

* I want to...

Ask a Question or Make a Request

* About

Student Funding Opportunities

* Related to...

Fellowship Application (Grad)

* More Specifically...

General Fellowship Information

* Subject

Fellowship Application

* Description

NIH F-31

Please utilize the [Student Support Portal](#) for submitting questions related to **NIH F-31**

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fellowship Advising for NIH Fellowship service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Funding Opportunities**
 - c. Related to... **Fellowship Application (Grad)**
 - d. More Specifically... **Fellowship Application**
 - e. Subject... **NIH F-31**
 - f. Description - **Required information**:
 - i. Student Name:
 - ii. PID
 - iii. KR Record #:
 - iv. ASSIST Application Identifier:
 - v. Type of NIH F-31 (Parent/ Diversity/ or Re-submission):

-include what the request is about in the subject line, for example: activation notice, JIT, etc.

-due date of the requested information

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

* I want to...

Ask a Question or Make a Request

* About

Student Funding Opportunities

* Related to...

Fellowship Application (Grad)

* More Specifically...

Fellowship Application

* Subject

NIH F-31

* Description

Student Name:
PID
KR Record #:
ASSIST Application Identifier:
Type of NIH F-31 (Parent/ Diversity/ or Re-submission):

-include what the request is about in the subject line, for example: activation notice, JIT, etc.

-due date of the requested information

NIH F-31 - Post-Submission

Please utilize the [Student Support Portal](#) for submitting questions related to **NIH F-31-post-submission** (Example: JIT, award activation)

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fellowship Advising for NIH Fellowship service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Funding Opportunities**
 - c. Related to... **Fellowship Application (Grad)**
 - d. Duplicate the ticket that was submitted
 - If you did not submit the ticket, include the original ticket number in the message
 - e. More Specifically... **Pending Fellowship Award (Grad)**
 - f. Subject... **NIH F-31, student name, post-submission action**
 - g. Description - **Required information:**
 - i. Student Name:
 - ii. PID:
 - iii. KR Record #:
 - iv. ASSIST Application Identifier:
 - v. Type of NIH F-31 (Parent/ Diversity/ or Re-submission):

-include what the request is about in the subject line, for example activation notice, JIT, etc.

-due date of the requested information

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

*I want to...

Ask a Question or Make a Request

*About

i Student Funding Opportunities

*Related to...

i Fellowship Application (Grad)

*More Specifically...

*Subject

NIH F-32, student name, post submission action

*Description

-Student Name:
-PID:
-KR Record #:
-ASSIST Application Identifier:
-Type of NIH F-31 (Parent/ Diversity/ or Re-submission):
 - include what the request is about in the subject line, for example activation notice, JIT, etc.
 - due date of the requested information

Other Fellowship Applications

Please utilize the [Student Support Portal](#) for submitting questions related to **Other Fellowship Applications**

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fellowship Advising for NIH Fellowship service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Funding Opportunities**
 - c. Related to... **Fellowship Application (Grad)**
 - d. Duplicate the ticket that was submitted
 - i. If you did not submit the ticket, include the original ticket number in the message
 - e. More Specifically... **Fellowship Application**
 - i. If you are actively working towards a fellowship deadline and require assistance, select the fellowship application category
 - f. Subject... **Name of fellowship, and Name of student.**
 - g. Description.... **enter the following information:**
 - i. Student Name:
 - ii. PID:
 - iii. Fellowship Opportunity Name:
 - iv. Due Date:

- v. KR Number (if any):
- vi. List any department staff and faculty mentor:
- vii. Attach any relevant documents

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

*I want to...

Ask a Question or Make a Request

*About

Student Funding Opportunities

*Related to...

Fellowship Application (Grad)

*More Specifically...

Pending Fellowship Award (Grad)

*Subject

Fellowship Application

*Description

Enter the name of the name of the fellowship and the name of the student. For the description field enter the following information:

- i. Student Name:
- ii. PID:
- iii. Fellowship Opportunity Name:
- iv. Due Date:
- v. KR Number (if any):
- vi. List any department staff and faculty mentor:
- vii. Attach any relevant documents

Pending Awards

Please utilize the [Student Support Portal](#) for submitting questions related to **Pending Awards**

If a student has received an award that was not submitted by the Graduate Fellowship Advisor:

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fellowship Advising for NIH Fellowship service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Funding Opportunities**
 - c. Related to... **Fellowship Application (Grad)**
 - d. Duplicate the ticket that was submitted
 - i. If you did not submit the ticket, include the original ticket number in the message
 - e. More Specifically... **Pending Fellowship Award (Grad)**

i. Select the general information category when you are gathering information about an opportunity and would like to ask a question to the Graduate Fellowship Advisor.

f. Subject... **Name of fellowship, and Name of student.**

g. Description: **Enter the following information:**

i. Student Name:

ii. PID:

iii. Agency Name:

iv. Short description of task to be completed: for example sign agreement, awaiting action on agency portal, submit additional documentation, deposit funds, etc.

v. In your message please include fellowship amounts, award duration, a link to the fellowship solicitation, and attach fellowship materials submitted to the agency including any compliance documents like IRB/IACUC approvals. If there is a KR PD number, include this information as well.

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

* I want to...

Ask a Question or Make a Request

* About

Student Funding Opportunities

* Related to...

Fellowship Application (Grad)

* More Specifically...

Pending Fellowship Award (Grad)

* Subject

Name of fellowship, and Name of student.

* Description

Enter the following information:

i. Student Name:

ii. PID:

iii. Agency Name:

iv. Short description of task to be completed: for example sign agreement, awaiting action on agency portal, submit additional documentation, deposit funds, etc.

v. In your message please include fellowship amounts, award duration, a link to the fellowship solicitation, and attach fellowship materials submitted to the agency including any compliance documents like IRB/IACUC approvals. If there is a KR PD number, include this information as well.

If a student has received an award that was submitted by the Graduate Fellowship Advisor

- Duplicate the ticket that was submitted
 - If you did not submit the ticket, include the original ticket number in the message
 - Repeat steps above

Stipend Payments

Please utilize the [Student Support Portal](#) for submitting questions related to Stipend Payments.

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Billing, Payments, Refunds**
 - c. Related to... **Student Payment Support**
 - d. More Specifically... **Graduate Student Fellowship Stipends**
 - e. Subject... **Recommended: Student Name (PID) - Fellowship Name - Quarter or Month Affected**
 - f. Description -
 - i. **If there is an issue and you/the student need help with troubleshooting, it is helpful to give the student's name and PID, quarter, the type of stipend, what was expected, what happened, take a screenshot**

Submit a Ticket

Get help with billing & payment, refunds & financial aid disbursements, tax forms, and campus card.

* I want to...

Ask a Question or Make a Request

* About

Student Billing, Payments, Refunds

* Related to...

Student Payment Support

* More Specifically...

Graduate Student Fellowship Stipends

* Subject

* Description

Student Financial Solutions - I have a question about...

Student Account Refunds

Please utilize the [Student Support Portal](#) for submitting requests for Student Account Refunds. These tickets will be routed to Student Financial Solutions, so their team is able to process refunds for students. For more information, please see [Student Account Refunds](#)

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Billing, Payments, Refunds**
 - c. Related to... **Student Refunds**
 - d. More Specifically... **Request Student Refund**
 - e. Subject... **Recommended: Student Name (PID) - Account Refund Request**
 - f. Description -
 - i. **Provide details surround the request**

Submit a Ticket

Get help with billing & payment, refunds & financial aid disbursements, tax forms, and campus card.

*I want to...

Ask a Question or Make a Request

*About

Student Billing, Payments, Refunds

*Related to...

Student Refunds

*More Specifically...

Request Student Refund

*Subject

*Description

 Add attachments

Student Billing

Please utilize the [Student Support Portal](#) for submitting questions related to student billing. These tickets will be routed to Student Financial Solutions, so their team is able to help with answering your questions for students.

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Student Billing, Payments, Refunds**
 - c. Related to... **Student Billing Support**
 - d. More Specifically... **Select applicable drop down, such as Student Charge Inquiry, Student Late Fee Inquiry, etc.**
 - e. Subject... **Recommended: Student Name (PID) - Quarter or Month Affected, Issue**
 - f. Description -
 - i. **If there is an issue and you/the student need help with troubleshooting, it is helpful to give the student's name and PID, quarter, the type of employment, what was expected, what happened, take a screenshot.**

Submit a Ticket

Get help with billing & payment, refunds & financial aid disbursements, tax forms, and campus card.

*I want to...

Ask a Question or Make a Request

*About

Student Billing, Payments, Refunds

*Related to...

Student Billing Support

*More Specifically...

Student Charge Inquiry

*Subject

*Description

 Add attachments

Visiting Graduate Students

Visiting Graduate Students

Please utilize the [Student Support Portal](#) for submitting questions related to student billing. These tickets will be routed to Student Financial Solutions, so their team is able to help with answering your questions for students.

Submit a ticket to the [Student Support Portal](#):

1. Select "Student Support" from [Services & Support](#) homepage
2. Select "Get Help & Order Services"
3. Log in with Active Directory credentials when prompted
4. Select "Submit a Ticket"
5. To reach Fee Remission service offering, please complete as follows:
 - a. I want to... **Ask a Question or Make a Request**
 - b. About... **Visiting Students**
 - c. Related to... **Visiting Students (Grad)**
 - d. More Specifically... **Select applicable drop down, such as Visiting Graduate Student, Jr. Specialist, etc.**
 - e. Subject... **Recommended: Host Department, Visitor Name**
 - f. Description

Submit a Ticket

Get help with billing & payment, refunds, grad financial support, 1099T and campus card.

*I want to...

Ask a Question or Make a Request

*About

Visiting Students

*Related to...

Visiting Students (Grad)

*More Specifically...

Visiting Graduate Students

*Subject

*Description

Add attachments

Request a new AIDID using GSAS (Graduate Support Accounting Setup)

Critical Concepts

- For information on **how to lookup Project information**, please see [KB0033040](#) and the [UCSD-DSH Project Information Lookup](#) report.
- We strongly recommend fiscal, research, and graduate student support staff communicate directly with each other to coordinate accounting set-up and payment requests. Workflow internal to academic departments and administrative units varies.
- GSAS is used to generate the data elements required to map a payment request in FSRT to the appropriate OFC accounting strings (PTAF or non-project COA).
- AIDID is required to transact in FSRT and ProSAM, and map to detail codes
- Detail codes are required to transact in ISIS, and map to PTAF or COA
- For more information, please see [Why are detail codes and AIDIDs needed when we have project-tasks or chart strings in OFC?](#)
- It is uncommon that a non-project chart string is used for graduate student support, however, the GSAS application will not reject a non-project request that passes validation. **Please take the time to verify that there is not a project (PTAF) with the appropriate fiscal or research administrator.** Usually, this is a department financial or business officer (for department/program funds) or a research administrator (for faculty funds).
- An appropriate AIDID mapped to the target PTAF/COA is required to process funding changes for existing payment requests - **do not** process cost transfers in OFC

Steps to Take

1. Visit <https://finapps.ucsd.edu/sspps/> - Note: You may need to be on VPN
2. Select an option in 'OFC Chart Type'
 - a. If selecting 'Project Charts', you will then need to provide: **Project, Task, Funding Source** (Note: *Funding sources are only required for sponsored projects.*)
 - b. If selecting 'Non-Project Charts', you will then need to provide: **Entity, Fund, FinUnit, Function, Program, Location, Activity**
3. Select options for Payment Type
 - a. By default, Stipend and Fee will be selected
 - b. Select Insurance **only** if the payment will be against an NIH funding source for a T32 or F31 award
4. You may enter Comments if appropriate, but this is not a required field.
5. By default, your email will be listed in the email field. You may choose to enter additional recipients to be copied on communications.
 - a. Note: email functionality will not be available in the initial release. You will not receive an email confirmation of your submission, but you will receive your AIDID via email once it is created.
 - b. Note: separate each email with a comma, but *do not* include a space in between each email address.
6. Press Submit to validate the information you entered
 - a. If your information is found, the system will **provide the existing Detail Code and AIDID.**
 - b. If your information is not found, you will receive an error message.
7. AIDIDs will be created by FSU and emailed to you within 2 weeks. No additional action is required by the submitter.
8. Click "Reset" to restart the process or to enter different values.

FAQs and Supplemental Info

- Requests to **schedule** graduate student support payments (stipends or fees) are entered in the [FSRT \(Financial Support Request Tool\)](#), not in GSAS.
 - From the FSRT, UC San Diego's business process requires the payments flow to ProSAM (the financial aid system UC San Diego uses to process student financial support), then to ISIS (the student billing and accounts receivable system), then to OFC (the financial ledger system).
- For all **undergraduate** financial support payments, please contact the Financial Aid & Scholarships Office - scholarships@ucsd.edu
- For all **medical (M.D.) or pharmacy (PharmD)** financial support payments, please contact the Health Sciences Financial Aid Office - somfinaid@health.ucsd.edu.
- For ISIS detail code requests that are not related to graduate student financial support payments, please see [KB0032303](#)

GSAS Errors and How to Resolve Them

- ***“Invalid entry; Entity, Fund & FinUnit, Function, Program, Location & Activity are all required fields”***
 - Cause: Non-project Charts request was selected and a required field was empty, or one of the entries was incorrect.
 - Resolution:
 - Review the fields to ensure they have been entered correctly.
 - Review the information with the appropriate fiscal administrator to ensure they are valid and active.
- ***“Activity and Locations must be 6 digits. Enter 000000 for default”***
 - Cause: Non-project request was selected and the Location or Activity fields did not contain enough digits.
 - Resolution:
 - Review the entered information to ensure that six digits were entered in both fields.
 - Confirm the information with the appropriate fiscal administrator
 - Enter 000000 for default
- ***“Invalid Email format. You can enter multiple emails as comma separated”***
 - Cause: The Email Address field has an incomplete email OR the comma separated emails contain a space
 - Resolution:
 - Ensure the email address was entered correctly.
 - If additional emails have been added, ensure there are no spaces in between each email and that each email is separated by a comma.
- ***“OFC CCoA values not found for provided PTF segments”***
 - Cause: Project Charts request was selected and the Project, Task, and/or Funding Source could not be validated OR was left empty.
 - Resolution:
 - Review the fields to ensure they have been entered correctly.
 - If you are using sponsored project information, entering a Funding Source is required.
 - Review the information with the appropriate fiscal administrator to ensure they are valid and active.
- ***“Invalid PTF Combination: The expenditure item date is outside the project dates. Update the project start and finish dates or the expenditure item date of the transaction.”***
 - Cause: Project Charts request was selected and the Project has been closed or the Task finish date has passed.
 - Review the fields to ensure they have been entered correctly.
 - Review the information with the appropriate fiscal administrator to ensure they are valid and active.
- For any other issues, after your fiscal administrator has confirmed the provided information, please submit a ticket for “Graduate Support Accounting Setup”

Submit a Ticket to Student Support

Get help with billing & payment, refunds, grad financial support, 1098T and campus card.

* I want to...

Ask a Question or Make a Request

* About

Student Billing, Payments, Refunds

* Related to...

Student Payment Support

* More Specifically...

Graduate Support Accounting Setup

* Subject

* Description

Student Direct Deposit

Question:

How does a student sign up for direct deposit?

Answer:

There are 3 offices on campus that provide direct deposit for graduate students:

1. [Student Business Services](#) (stipend payments)
2. [Payroll](#) (TA and GSR employment checks)
3. [Travel and other personal reimbursement](#)

Please ensure that your student has completed the correct direct deposit request in order to expedite the receipt of funds.

Student Emergency Loans

Question:

Are there emergency loans available for Graduate Students?

Answer:

TA Loan

If your student is an Associate-In (monthly) or a TA, they are eligible to apply for a TA Loan in Fall quarter only. [Please see the Graduate Division website for more details.](#)

Emergency Loans

Limited student Emergency Loan funds are administered by the Financial Aid and Scholarships Office. [See the FAO website for details.](#)

Other Emergency Services

The Basic Needs office on campus has lots of resources for students: information on emergency loans, emergency grants, emergency housing. [See the Basic Needs website for more details.](#)

Student Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

The Financial Support will no longer be updating Social Security Numbers for individual student records in ISIS.

I. Student Needs to Update a SSN/ITIN

SSN/ITIN Needs an Update in ISIS

If a student needs to UPDATE a valid SSN/ITIN in ISIS, they should be referred to the [Office of the Registrar](#).

Your Tax Identification Number: <https://students.ucsd.edu/sponsor/registrar/tax-id-number.html>

* During the COVID-19 closure, students can email academicrecords@ucsd.edu to request accommodations for electronic submission.

SSN Needs an Update in UCPATH

Students needing to update their Social Security Number in UCPATH should navigate to the Employee Self-Service and make the changes themselves.

UCPATH Navigation

Dashboard Navigation: Personal Information > **Personal Information Summary**; *or*

Menu Navigation: Employee Actions > Personal Information > **Personal Information Summary**

UCPATH Help Self-Service Users (Link to the UPK)

<https://sp.ucop.edu/sites/ucpathhelp/SelfServiceUsers/PORplayer/data/toc.html>

Search for "Update My Social Security Number (SSN)"

II. Student Does Not Have SSN/ITIN

SSN/ITIN Needs to be Established

If the student **does not have** an SSN/ITIN and is in need for guidance on how to establish a valid tax ID, refer them to the [International Student & Programs Office](#).

* Once a valid tax ID is obtained, refer to previous section for instructions about how to update a SSN/ITIN.

Requesting a Placeholder/"Dummy" SSN/ITIN

If the student does not have a SSN/ITIN, a "SSN not found!" error will appear under their name when a department coordinator is attempting to enter support in the online [Financial Support Request Tool](#).

* Requests in the online FSRT for student profiles with this error cannot be recognized and/or processed by the financial systems.

To submit a request for a student to receive a placeholder/"dummy" SSN/ITIN:

Please complete the [Request for ISIS Placeholder SSN/ITIN](#) Google form. The FSU will review the request and assign a placeholder/"dummy" SSN/ITIN to the student's account.

* Please note that it takes a few days for updates to take on the online FRST. You may follow up by emailing gradfellowships@ucsd.edu if the "SSN not found!" error does not disappear within a week of submitting the request.

Support Award Limit

Question:

What is the maximum allowable award for Graduate Students?

Answer:

The maximum stipend/salary award for the nine-month academic year is \$34,650 (\$3,850 per month). Graduate Division must approve any exception to this policy before the award is offered. Please see the "[Graduate Fellowship Guidelines and Procedures for Graduate Students](#)" document on the [Graduate Student Fellowships](#) page of this Confluence site.

TA Allocation

Question:

Who should I contact about my department's annual TA allocation?

Answer:

Contact your Divisional Dean's Office

Tax Information

Graduate students can receive financial support in the form of payroll, stipends, and/or tuition and fee payments. Questions about taxation should be directed as follows. The staff of the Graduate Financial Support Unit is not able to provide advice or guidance on tax-related issues.

Salary

Students who receive salary via pay from UCPath, will see salary earnings on a W-2 form. Student employees with questions should submit taxation questions directly to UCPath using the Ask UCPath functionality in the system.

Stipends

- Domestic students who receive stipend payments will see calendar year payments listed on their [1098-T forms](#), which are published annually by the University. Students should submit taxation questions to a professional tax advisor.
- International students who receive stipend payments will see calendar year payments listed on a [1042-S forms](#). Students will receive an email from Glacier when their 1042-S is ready to be viewed. Questions that are not answered in the [Tax FAQ for International Visitors](#) should be directed to glacier@ucsd.edu.
 - See also the following resources:
 - IPSO links: [Tax Resources](#); [Taxes](#)
 - [Taxation of Fellowship Payments to Internationals](#)

Graduate Student Employment Topics

Overview of Graduate Academic Titles

Academic Student Employees

"Academic Student Employees" or "ASEs" refers to a group of graduate academic titles covered by the UAW union. This group of titles perform instructional work.

- Job Code 001506, Step 9 - [Associate](#)
- Job Code 001506, Step 1 - [Associate-in-lieu-of-TA](#)

- Job Code 002310 - [Teaching Assistants](#)
- Job Code 002850 – [Readers](#)
- Job Code 002860 - [Tutors](#)

See also:

- [Academic Student Employees \(ASEs\)](#)
- [Student Academic Title Pay Rates](#)

Graduate Student Researchers

“[Graduate Student Researchers](#)” or “GSRs” refers to two job classifications, the GSR with Fee Remission and the GSR without Fee Remission. This group of titles perform research work.

- GSR with Fee Remission
 - Job Code 003262 (used to hire students from CSE)
 - Job Code 003263 (used to hire students from MAE or NANO)
 - Job Code 003264 (used to hire students from SE)
 - Job Code 003284 (used to hire students from any department other than CSE, MAE, NANO, SE, ECE, PHYS, or SIO)
 - Job Code 003285 (used to hire students from ECE)
 - Job Code 003286 (used to hire students from PHYS)
 - Job Code 003287 (used to hire students from SIO)
- GSR without Fee Remission
 - Job Code 003266 (used to hire students from any department)

See also:

- [Student Academic Title Pay Rates](#)

Fee Remission

ASE Partial Fee Remission

ASEs, who work 25% or more for a quarter, are eligible for the [ASE Partial Fee Remission](#). This fee remission is dictated by their union agreement and covers only 4 items: tuition, student services fee, health insurance, and \$100 towards other campus fees.

See also:

- [Salary & Fee Remission](#)
- [Fee Payment Information for Academic Student Employees](#)

Graduate Student Researcher Tuition & Fee Remission

GSRs, who work 25% or more for a quarter, are eligible for the [Graduate Student Researcher Tuition & Fee Remission](#) or GSRTF. GSRTF covers tuition, student services fee, university center fee, recreation fee, GSA fee, student transportation fee, mental health fee, health insurance, and non-resident supplemental tuition (if applicable). If a student is getting GSRTF, we cover the actual fees they are charged.

Remission charged to the salary fund source: the amount of GSRTF charged to the salary fund source does not change. The same GSRTF is charged to the salary fund source if the student has resident, non-resident, half-time, part-time, or in absentia fees assessed.

For example, in AY 2020-2021, a first-year resident student would have \$5794.66/quarter covered; and an international student would have \$10,828.66/quarter covered. What is charged to the salary fund source is a monthly fee remission. If you hire a student from CSE, the student should be hired using Job Code 003262, and the salary fund source is charged \$2897/month for 3 months (Oct/Nov/Dec, Jan/Feb/Mar, or Apr/May/June) IN ADDITION to the salary. A reminder that the [salary/step level](#) is set by the academic home department.

See also:

- [Salary & Fee Remission](#)

Examples

49.99% GSR

Scenario: You want to hire a student from CSE, as a 49.99% GSR, how much will it cost you per quarter?

What to do: Confirm the academic home department to know the GSRTF Job Code to use and the Step Level to use. Calculate the cost. In this example, CSE students should be appointed to GSRTF Job Code 003262. The student is paid at Step 7.

3 months of salary: $3 \times \$5541 \times .4999\% = \8309.84

3 months of fee remission: $3 \times \$2897 = \8691.00

Total cost: \$17,000.84

25% GSR

Scenario: You want to hire a student from ANTH, as a 25% GSR, how much will it cost you per quarter?

What to do: Confirm the academic home department to know the GSRTF Job Code to use and the Step Level to use. Calculate the cost. In this example, ANTH students should be appointed to GSRTF Job Code 003284. The student is paid at Step 1.

3 months of salary: $3 \times \$3561 \times .2500\% = \2670.75

3 months of fee remission: $3 \times \$2325 = \6975.00

Total cost: \$9645.75

Summer Support After a Leave of Absence

Question:

My student was on leave during spring - may they be paid during summer?

Answer:

A student on leave during spring may be supported as a graduate student during summer provided the student is eligible for support, actively engaged in graduate student research and enrolled for the following fall quarter.

Related Articles

[Chapter 1: Academic Eligibility](#)

Summer Support After Graduation

Question

My student defended in spring - may they be paid during the summer?

Answer

A US Citizen or Permanent Resident who receives a terminal degree, and is eligible for support, can be supported through the quarter-break after graduation provided the student continues to be actively engaged in graduate student research. The summer is considered to be the quarter-break after spring quarter. An international student (F-1 or J-1 visa) can only be supported through the quarter date of graduation. Contact the International Center for additional information.

Related Articles

[Chapter 1: Academic Eligibility](#)

For questions or comments about information on this page, contact the Division of Graduate Education and Postdoctoral Affairs by submitting a [Services & Support ticket](#).