

INSTRUCTIONS FOR RECIPIENTS OF GRADUATE ASSISTANTSHIPS

GSAS financial aid, such as a graduate assistantship stipend, is administered by the GSAS Office of Academic Programs and Support. In late summer, we will send you an email with information about your assistantship placement. We look forward to welcoming you to Fordham; in the meantime, you may contact us at adgsas@fordham.edu.

Please also note that you may not accept any employment within the University while holding GSAS financial aid without the written permission of the Dean.

STIPEND: Stipends issued to graduate assistants are processed through the Fordham University Office of Payroll. Consequently, if you are a first-time graduate assistant, you must complete all of the required payroll paperwork (linked below) before your stipend can be processed. The completed forms and original documents must be brought by [appointment](#) to the Office of Academic Programs and Support in Keating Hall 216. Please look for an email from adgsas@fordham.edu during the month of July with detailed instructions.

The following is a list of required forms:

[Employee New Hire Form](#)

[Form W-4](#)

[Form I-9](#)

[Form IT-2104 NYS Tax*](#)

[Form IT-2104.1 Nonresident State Tax*](#)

[Form IT-2104E NYS Tax Form](#) (for exempt status only)*

[Form IT-2014 MS NYS Military Service Tax Form*](#)

[Direct Deposit Form](#)

*Fill out the IT-2104 NYS tax form that is applicable to your circumstance. It is not necessary to fill all the IT-2104 forms.

TUITION: Please note that you should be in contact with your program director to receive guidance on which courses you should be taking. After consulting with your program director, you should register by the deadline indicated in the [GSAS Academic Calendar](#). **If you do not register by the posted deadline, you will be charged a \$100 late fee. Late fees are waived during a new student's first semester, but will apply in all following semesters.** We will post your tuition award to your student account shortly after the registration deadline. If you make changes to your registration after the registration deadline, it is very important that you email us at adgsas@fordham.edu to let us know, so that we can adjust your scholarship accordingly.

BILLING: The E-Bill Suite is an integrated e-bill and e-payment web portal, which provides students the ability to review their account activity in real-time and make an electronic check payment towards a student account. Students can access their E-Bill Suite via a single sign-on. Log onto my.fordham.edu. Under the student tab click on My E-Bill Suite link located under the My Account channel. This will link to the secure E-Bill website. You can also invite authorized users to access your E-Bill Suite account.

If you have any question about your bill or scholarship, first please review your E-bill on my.fordham.edu for your real-time balance. If you have questions about your E-bill, you must notify us promptly by emailing us at adgsas@fordham.edu.

FULL TIME STATUS: As a GSAS financial aid recipient, you are required to maintain full time status. If you register for fewer credits than your program requires (e.g., because you are preparing for comprehensive exams or doing other non-credit academic work), you must file a [Matriculated Student Status Certification Form](#). All student forms can be found on the GSAS website [Student Resources page](#). Failure to file this form **each semester** that you are registered for less than full time may result in problems with loan deferments, posting of your tuition scholarship, and financial aid eligibility. You must be attending your program full time and doing work equivalent to full time to be certified as full time.