



Graduate Fellowship Appointment Form

Date: _____

Job Class Code: **99610** Student Graduate Fellow – Tuition Remission
 99611 Student Graduate Fellow – No Tuition Remission

Recipient

First Name _____ Last Name _____

Graduate Program _____

Mentor (if known or if rotating) _____

Name of Fellowship _____

Sponsor of Fellowship _____

Year of Study _____

Check box if student is an international resident

MS **AY** **Term of Award (From):** _____
PhD **CY** **Term of Award (To):** _____

Compensation	Amount (\$)	Source
Base Stipend	_____	_____
Stipend Top-Up	_____	_____
Tuition	_____	_____
Fees	_____	_____

Unit	Division	Org	Location	Fund	Business Line	Activity	Account

Second line, if needed

Unit	Division	Org	Location	Fund	Business Line	Activity	Account

Signatures

Office of Graduate Education

Office of Budget and Planning

Date

Date

Office of Finance & Business Administration

Date

Instructions

A PDF file should be created that contains the Graduate Fellowship Appointment Form along with supporting documentation, such as an offer letter or award letter. The Graduate Fellowship Appointment Form should be signed and distributed via DocuSign to:

- Associate Dean of Graduate Education
- The Office of Budget and Planning – Regina Williams
- The Office of Finance and Business Administration - Zenash Tassew with a CC to
- The Department Chair
- The Graduate Program Director
- Any additional recipients who need a copy of the form

Following approval of the DocuSign form, the Associate Dean will forward supporting documents to the Department Administrator who will process the appointment in Peoplesoft. When saving the PDF in Peoplesoft (HCM), use the format: '**Last Name, First Name, Term From-To', Name of Fellowship.**

Please note: Graduate Fellows are not considered employees of Rutgers and must not be assigned to perform work on behalf of the University. Graduate Fellows receive a Form 1099, rather than a W-2, for tax purposes. If a graduate student is going to be assigned work on behalf of the University, a Graduate Fellow appointment is not appropriate. Instead, the department should contact the Office of University Labor Relations for assistance in determining the appropriate appointment classification for the graduate student.