



Date: _____

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

First Name	Last Name
Graduate Program	
Mentor (if known or if rotating)	
Name of Fellowship	
Sponsor of Fellowship	
Year of Study	
<input type="checkbox"/> Check box if student is an international resident	

Term of Award (From): _____
Term of Award (To): _____

Compensation	Amount (\$)	Source	Project Number/Task
Base Stipend			
Stipend Top-Up			
Tuition			
Fees			

Signatures

Department's Business Office

Office of Budget & Financial Reporting

Signature Only Required if Using Fund-Type 100

Date

Date

Office of Graduate Education

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:

- Department's Business Office
- The Office of Budget and Financial Reporting (**only for Fund-Type 100**) – Regina Williams
- Associate Dean of Graduate Education
- 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.