

GFS Policy

This information is for department administrators and student services officers who control or administer graduate financial support at Stanford. The Graduate Financial Support system (GFS) is the online application used at Stanford to administer assistantships and fellowships for graduate students and Postdoctoral Scholars in accordance with Stanford's policies.

GFS is integrated into the PeopleSoft system at Stanford. Access to GFS is managed in each of the schools. Details about roles, required training and the steps for getting access to PeopleSoft can be found at [PeopleSoft at Stanford](#).

Use of This Website

The website is organized into sections based on key policies, types of funding, and general issues. You will find links to [GFS Contacts](#) and a [Glossary](#).

Purpose and Sources of Support

Financial support furthers the academic mission of this University. It is provided to enable students to make efficient progress toward their degree. During their studies at Stanford, most graduate students receive support from one or more sources. There is however no central office that disseminates information on all available financial support. Rules, regulations, and restrictions depend on the source of support; some are restricted to U.S. citizens, some are available only to students who qualify under federal need-based criteria, while others carry restrictions on undertaking any additional employment during the tenure of the award. In some circumstances, receiving financial support from one source could prohibit additional support from another. Because graduate students often receive funding from multiple sources, it is important that students and staff understand and adhere to the requirements of each funding source.

Most graduate financial support is determined by schools and/or departments on the basis of academic merit and availability of funding. Schools use assistantships and fellowships primarily to support doctoral students; graduate financial support is often not available for master's students.

This website addresses University policies associated with graduate student appointments that provide salary and tuition in exchange for service (assistantships) and financial awards that do not require service in exchange for support (fellowships). These same two mechanisms, assistantships and fellowships, are also used to support Postdoctoral Scholars at Stanford. In addition, it discusses briefly those sources of

financial aid that are administered principally by the Financial Aid Office (FAO). This site does not detail the policy associated with support that is exclusively within the province of a school or department. Although this website focuses primarily on institutional policy regarding matriculated (i.e., degree-seeking) graduate students and Postdoctoral Scholars, pointers to sources of information about non-matriculated students (e.g., Visiting Student Researchers) are also included.

Key Policy Statements

The following are some of the fundamental principles underlying graduate financial support at Stanford University (see the associated sections of this website for further explanation and details):

1. Financial support allows graduate students to work on their studies, enabling them to make expeditious progress towards their degree. For this reason,
 - during the school year (Autumn, Winter, Spring quarters), graduate students must be enrolled in full-time studies (8-10 units or TGR) in order to receive fellowship support (stipend or tuition payment) or the Tuition Allowance (TAL) associated with an assistantship.
 - during the school year, the maximum assistantship appointment is 50%, providing salary for 20 hours of work per week.
 - during the school year, concurrent hourly employment is limited to eight hours per week for US students with a 50% assistantship appointment or a full fellowship. Students with full fellowships may not be concurrently appointed to more than a 25% assistantship.

NOTE: International students and other visa holders are governed by the appropriate immigration regulations limiting the number of hours they may work while in the United States.

2. Assistantship appointments provide salary and tuition in exchange for service (teaching or research). As a student employee, the Research Assistant (RA) or Teaching Assistant (TA) is governed by an agreement regarding the hours of work per week for which the student will be paid. The teaching or research to be performed must advance the student's academic and professional training, and must be relevant to the student's field of study.

These characteristics distinguish assistantships from:

- fellowship support, which is provided as financial aid to support the academic progress of the student, without the expectation of service to the university, and
 - hourly employment for services which the student can provide, which do not relate to the student's field of study and therefore do not earn an associated tuition allowance.
3. Assistantship appointments are full-quarter packages, and salary starts and stops on standard quarter dates. For RAs/TAs who must stop work mid-

quarter, the department will adjust salary to be consistent with work performed. TAL however will be paid on a full-quarter basis.

4. Stanford policy dictates that outside funds be used first, TAL used second, and school/department funds used last.
5. Because graduate students often receive funding from multiple sources during their studies at Stanford, it is important to know and abide by the policy conditions of each funding source. Sometimes, receiving financial support from one source prohibits additional support from another.
6. International students must show they have support (either from Stanford or from another source) before they can be issued a visa to come to Stanford.
7. Acceptance of a Stanford award obliges a student to inform the department of any other aid received. The Stanford award may be adjusted.
8. If a conflict exists between University and School/Department policy, University policy takes precedence.

Graduate Assistantships

Graduate assistantships are controlled and/or administered by academic departments. The department decides who receives these forms of financial support, and at what type and percentage of assistantship the graduate student will be supported.

POLICY

Graduate student assistantships enable students to earn compensation for their research or teaching while continuing their academic and professional development. The policy that governs this form of student employment is described comprehensively in [Administrative Guide 10.2.1, Graduate Student Assistantships](#). Guide Memo 10.2.1 includes the following sections (go to the document for the text of each):

1. Definitions and distinctions
2. Assistantship eligibility criteria
3. Types of assistantship appointments: Teaching
4. Types of assistantship appointments: Research
5. Percentage and period of assistantship appointments
6. Salary
7. Tuition Allowance (TAL)
8. Work in addition to appointment
9. Cancellation or modification of assistantship appointments
10. Taxes and tax reporting
11. Benefits
12. Resources for additional information.

[Salary and Tuition Allowance tables](#) are published annually.

ASSISTANTSHIP HIGHLIGHTS

1. Assistantships are a form of graduate student employment, earning a compensation package that includes both salary and tuition allowance, for the performance of research or teaching services to the University as part of the student's academic and professional training and development.
2. Only matriculated Stanford graduate students may hold assistantship appointments. There is one exception: "Students of New Faculty" (SNF) may be appointed to Research Assistantships but not Teaching Assistantships.

3. There are two broad categories of assistantship appointments: Research Assistantships (**RA**) and Teaching Assistantships (**TA**). [Administrative Guide 10.2.1](#) describes the responsibilities of each, including four different levels of TA appointments.
4. Assistantships are full-quarter packages -3 months of either teaching or research work. During the school year employment is for full quarters with standard start/stop dates (Autumn = 10/1 – 12/31, Winter = 1/1-3/31, Spring = 4/1-6/30).
5. The maximum appointment during the school year (Autumn, Winter and Spring Quarters) is 50% (20 hours per week). The minimum assistantship appointment is 10% (4 hours per week), and higher appointments must be in increments of 5% (2 hours per week). No 45% appointments are allowed.
6. [Minimum RA and TA salaries](#) are set each year by Stanford and announced by the Vice Provost for Graduate Education. Schools and departments may pay a student more, but not less, than these minimums.
7. Tuition Allowance (TAL) is proportional to the size of the student's appointment, and is paid for a full quarter.
8. During the school year (Autumn, Winter, Spring Quarters), students must be enrolled in 8-10 units to receive any Tuition Allowance. This enrollment requirement is reduced during Summer Quarter (see below). The GFS system recognizes automatic exceptions to this requirement for [TGR](#) and [Honors Co-op students](#). Home Department approvers may authorize an exception to this requirement for students who are within 10 units of TGR status, and for students with documentation from the Office of Accessible Education.
9. In Summer Quarter, students may hold assistantship appointments up to 90% FTE (no 55% appointments are allowed). Students must be enrolled for at least 1-3 units in order to hold a Summer Quarter assistantship. 100% FTE assistantship appointments are not allowed. Eligible students can be hired at 100% FTE through PeopleSoft HR and will be considered temporary employees and will not receive any tuition allowance.
10. Salaries paid to assistants will automatically be charged a fringe benefit rate, enabling the student to receive a [Cardinal Care subsidy](#). The fringe benefit rate is subject to change each year (see [DoResearch Rates](#) web page).

Note that, for a graduate student to be eligible for a Cardinal Care subsidy, the student must be enrolled in Cardinal Care, and the information about the assistantship appointment **must** be entered into GFS and approved before the quarterly deadline.

11. By approving an assistantship in the GFS system, the Home Department Approver is assuring that the work to be done is relevant to the student's academic program, and will contribute to the student's academic progress. See discussion of [approver roles](#) in the GFS System section of this manual.

See the following memos related to the charging of expenses for Research Assistants to sponsored projects:

- [charges for graduate student insurance](#) (Oct 2003)
- [NIH limits on graduate student compensation](#) (Jan 2005)

Screening of International Teaching Assistants

Prior to being appointed to any teaching assistantship (including course assistant appointments), international students must be screened for oral English proficiency by the English for Foreign Students (EFS) staff. (This TA screening is **not** the Stanford English Placement Test which determines whether entering non-native English speakers need to take courses in English appropriate to their academic program.)

Note that students who are native speakers of English may call the EFS office (650-725-5378) to request a waiver. For further information about the TA screening process, please see (and refer students to) [Screening of International Teaching Assistants](#).

1. Prior to the appointment, department administrators should discuss the TA screening and approval process with the international students whom they expect to appoint to teaching assistantships so that students can arrange their schedule accordingly. Whenever possible, the TA screening should take place at least one full quarter prior to the TA/CA appointment.
2. Departments that plan to appoint international students who have not been approved for teaching must ask those students to contact the EFS office immediately to arrange an appointment to be tested.
3. The TA Screening result (or TA-OK status) is given to the student in paper form and then entered in the GFS system by the EFS staff. To view a student's status

log into Axxess and go to STF Graduate Financial Support>STF Graduate Financial Support>Inquire>Student Info.

- "T" = "TA-OK" and indicates that the student is "ready to teach."
 - "L" = "Limited" and indicates eligibility **only** as a Course Assistant (CA) with limited responsibilities.
 - "N" = "Not TA-OK" and indicates that the student is not currently eligible for a teaching appointment.
4. Before a student with an "L" or "N" result on the TA screening is allowed to be appointed as a Teaching Assistant, Teaching Affiliate, or Mentor Teaching Assistant or Affiliate, the student must complete English courses - usually EFSLANG 692 (Speaking and Teaching in English) and/or 695A (Pronunciation and Intonation). EFSLANG 692 is designed for prospective international teaching assistants. The course focuses on the accurate, fluent, and appropriate use of English for teaching, as well as effective teaching and communication techniques. It is offered every quarter, except Summer Quarter.
 5. Administrators and faculty members are encouraged to call the EFS staff (650-725-5378) to discuss the English needs of individual students and the particular responsibilities of teaching assistants in their department.

The [Contacts page](#) in this manual includes contact information for the English for Foreign Students office.

Graduate Fellowships

Graduate fellowships from Stanford-based funds generally are controlled by the school and administered by the department, which determines the requirements and restrictions as well as the level of support - ranging from partial tuition to full tuition and a living stipend.

This section includes:

- [Fellowship highlights](#)
- [Processing of fellowship support in GFS](#)
- [Stanford Graduate Fellowships](#)
- [Nationally-competitive fellowships administered by Financial Aid Office](#)
- [External fellowships paid directly to students](#)
- [School/Department fellowship awards](#)
- [Other uses of stipends in GFS](#)

FELLOWSHIP HIGHLIGHTS

1. A fellowship is an award of financial aid, providing a stipend and/or tuition support. No service is expected in return for a fellowship; it is awarded on a merit basis to assist a student in the pursuit of a degree (see "[Stipend and Salary](#)" distinctions).
2. Because full fellowships are intended to enable students to work exclusively on their studies, concurrent hourly employment is limited to eight hours per week (a "full fellowship" is defined as one that provides support equivalent to at least the level of a 50% assistantship - see [definitions](#)). Students on full fellowships may hold a concurrent assistantship appointment up to a maximum of 25% with no additional hourly employment.
3. During the school year (Autumn, Winter and Spring quarters), matriculated students must be enrolled in 8-10 units to receive stipend or tuition support from a fellowship. This Stanford enrollment requirement is reduced during Summer Quarter (see below). The GFS system recognizes automatic exceptions to this requirement for TGR and Honors Co-op students. Home Department approvers may authorize an exception to this requirement for students who are within 10 units of TGR status, and for students with documentation from the Office of Accessible Education.

4. During Summer Quarter, students must be enrolled in at least 1 - 3 units in order to receive any fellowship support. Home Department approvers may waive this enrollment requirement for students whom they wish to support while they are away from the campus or otherwise are not enrolled.
5. Stipend checks for matriculated Stanford graduate students are produced by the Student Financial Services Department and are sent via Direct Deposit, or if the student is not enrolled in Direct Deposit, are mailed to the student's mailing address in Axess. Grad student stipends are normally paid once each quarter, at the beginning of the quarter. Because stipends are not paid for work performed, they may be generated at any time.
6. Non-matriculated graduate students (e.g., Visiting Student Researchers and Students of New Faculty) are not eligible to receive named Stanford fellowship awards. They may however be supported with appropriate departmental funds in the form of stipend or tuition payments made through GFS. Normally such payments are not allowable charges on sponsored projects.
7. Graduate students receiving fellowship stipends comparable to the minimum salary for a 10% assistantship will be eligible for a Cardinal Care subsidy. In order to receive the appropriate benefit, the student must be enrolled in Cardinal Care, and information about the fellowship **must** be entered into GFS and approved in Workflow by the quarterly deadline. Stanford-funded stipend payments will automatically be charged a "stipend surcharge" (similar to a fringe benefit rate) to pay for this insurance benefit (see DoResearch Rates web page.)

Processing Fellowship Support in GFS

Fellowship tuition and stipend payments are entered in the Graduate Financial Support system (GFS) and processed by the Student Financial Services Department. Fellowship tuition support is credited against tuition charges on the student's University bill; it is not paid in cash, nor is it convertible to cash. The default for disbursement of the stipend is "standard charges," i.e., after other University charges such as room and board have been deducted, the remaining fellowship stipend is paid as a refund check to the student. If a student prefers to receive the fellowship check for the entire amount and pay the other charges with personal funds, the student must request the home department to issue the stipend as a "check only - no deductions" (use "stipend" charge priority).

Credit balances on student accounts may result from aid awards that exceed charges and/or aid awards intended to be disbursed entirely to the student (not for the payment of tuition or fee charges). Some student aid has restrictions placed on it by the donor or sponsor that preclude the aid from paying specific types of charges. Therefore, students may receive credit balance checks that include excess aid and/or stipend. Also, a student may still have unpaid charges on his/her student account that his/her aid is not eligible to pay, but still receive a credit balance check from his/her student account.

Students may review check disbursement data under the "View your Account" window. Refund checks are listed as "Refund/Stipend." Checks will be deposited or mailed on the next business day after the checks are printed.

Should a student withdraw during a quarter, the department/school determines whether a prorated amount of stipend must be repaid. To have the charges reduced, and thus be able to recapture any non-applicable tuition from the fellowship, the student should file a request for a Leave of Absence as soon as they know it will be needed.

Stanford Graduate Fellowships (SGF)

Established in 1997, the SGF program awards full fellowships to graduate students in the sciences and engineering. The fellowships are funded through gift and endowment accounts, and they are administered for the University through the office of the Vice Provost for Graduate Education (VPGE).

SGF awards are allocated by a program Steering Committee each year to departments. Those departments then submit nomination forms to the SGF Program Officer. VPGE and the Financial Aid Office distribute information each year regarding GFS data entry for awarded fellowships. This information also includes tables for students holding nationally-competitive fellowships which are supplemented by SGF funds (see below).

The [Contacts page](#) in this manual includes contact information for the SGF Program. Additional information can be found on [VPGE's SGF web page](#). Resources for those administering SGF Fellowships can be found on that web page.

Nationally-Competitive Fellowships administered by Financial Aid Office (FAO)

The Financial Aid Office is responsible for administering nationally-competitive external fellowships that:

- Are awarded cross-school (e.g., National Science Foundation and Howard Hughes)
- Are need-based, requiring need-analysis by strict federal guidelines (e.g., Jacob Javits)
- Require central administration

Each fellowship has its own policy guidelines: most require enrollment and matriculation, some require supplementation while others allow tuition only for the amount of a tuition shortfall, some allow part-time assistantships while others disallow any additional support or employment, and some prohibit concurrent receipt of other federal funds. With such a diversity of policy rules and regulations, department administrators are advised to contact the FAO with any questions regarding such fellowships (for example, required tuition supplementation and/or fees). The FAO can advise as to whether a specific fellowship is administered by the school, the department or the FAO.

Stanford Graduate Fellowships and certain nationally-competitive fellowships may be used to supplement one another, up to the level of an SGF award. The SGF Program Officer, jointly with the Financial Aid Office, distributes information each year regarding GFS data entry for students holding both an SGF and a nationally-competitive fellowship.

While the Financial Aid Office staff will enter and approve stipend and tuition payments made under the terms of most nationally-competitive fellowships, Departmental personnel with the appropriate GFS access will be able to see those payments in GFS. Students should also advise their School and Department of any external fellowship support they are receiving, so as to avoid conflicts with other Stanford support.

The [Contacts page](#) includes contact information for nationally-competitive fellowships administered through the Financial Aid Office.

External fellowships paid directly to students

In some cases, an external agency may award a fellowship directly to an individual, and the funding is not processed in any way through Stanford. In this case, the student is billed for tuition and fees in the same manner as other students, and pays those expenses directly. No aid is processed through the GFS system for these students.

Students with a competitive fellowship award paid directly to them are eligible for a Cardinal Care health insurance subsidy in the same way as students with financial aid processed through Stanford. Because these subsidies are triggered by financial aid entered into the GFS system, departments with such students should also enter the aid that the student has received, checking the "Information Only" box on the entry line. By doing this, the aid is recorded in GFS, but no money will flow through Stanford's systems.

Departments should keep a copy of appropriate documentation defining such fellowship awards before making an "Information Only" entry in GFS.

School/Department Fellowship Awards

Students with school or department-based fellowships are required to be enrolled for 8 - 10 units during the school year, and for 1-3 units during Summer Quarter. Exceptions, for example, for summer travel awards, may be allowed by a Home Department Approver. Although it is rare for a non-matriculated (i.e., not degree-seeking) graduate student to receive support, departments decide whether or not to use their own funds to support non-matriculated students, for example, to pay the VSR Fee for Visiting Student Researchers (see [10.7 Procedures for Appointing Visiting Student Researchers](#), Research Policy Handbook).

Other Uses of Stipends in GFS

Departments may use stipend payments from appropriate sources of funds to provide the following types of financial support for graduate students. In most cases, these types of payments are NOT allowable charges on sponsored projects.

- Health insurance payments:

Since the establishment of the [Cardinal Care subsidy](#) in 2002, the "standard charges" stipend disbursement no longer pays the student's insurance premiums. Stanford University will subsidize up to half of the quarterly

insurance premium for qualified graduate students (see [Cardinal Care Subsidy](#) web page for eligibility rules). Departments may pay the BALANCE of a student's health insurance with a separate stipend payment in GFS, identified with a "HLTHONLY" charge priority. Such payments are applied as a credit on the student's bill to offset the cost of health insurance only, and no "stipend surcharge" is applied to "HLTHONLY" stipend payments. Student paying for any portion of their health insurance themselves will need to do so directly with the Student Financial Services office.

- Campus Health Service Fee:

This fee was established in 2009-10. The fee is mandatory for all graduate students enrolled on the Stanford campus, including Visiting Student Researchers and students who participate in high school summer programs that result in course credit at Stanford. Departments wishing to pay all or part of this fee may enter a stipend payment using the charge priority of "HLTHSRVC." Stipends using the "STD_CHRG" charge priority will also pay this fee as part of the student's university bill. See [Vaden information](#) on the web.

- Travel Reimbursement:

Travel expenses associated with degree-related educational activity, including attendance at program-related conferences (whether speaking/presenting or participating as an attendee), visits to field sites or labs, research collaborations, etc. are reimbursable as "university business" through the [Travel and Reimbursement](#) office. See Item 3-b-13, Student Travel and Tax Considerations, in [Administrative Guide 5.4.2](#).

Financial Management Services (FMS) has also included a page specifically about the reimbursement of student travel expenses, when the travel is for an educational purpose, at [When Students Travel for Stanford](#). Travel reimbursement for a student requires a justification from the faculty advisor; students should complete the [Certification for Student Travel form](#).

Travel reimbursements for degree-related activities will generally not be tax-reportable income.

Note that it is possible for a student or postdoc to get a travel advance for their expenses, in the same way that a staff member can, using the [Expense Requests](#) system. Also, departments which have a Department Travel Card can purchase airline tickets for students and postdocs. Travelers can get an

advance of up to the full daily per diem (meals and lodging) amount for their trip. This is all accomplished through Travel and Reimbursement and the Expenses Requests system, not GFS.

- Payments to offset other educational expenses of students:

Payments to help a grad student or postdoc pay education-related expenses, other than travel expenses (see above), will normally be considered to be student support, and not a university business expense. As such, these kinds of payments should be processed as a stipend in GFS with a "stipend" charge priority. This includes money to buy books or other materials that the student will use and keep. When money is being awarded in advance to pay research-related expenses, including anticipated travel, the funds are provided as a stipend. As student support, these payments are tax-reportable. The student may be able to deduct their education-related expenses on their taxes (and should save their receipts for this purpose). These payments will be subject to the "stipend surcharge" to fund the Cardinal Care insurance subsidy.

If a student is being reimbursed for materials purchased for the department (where the materials will belong to Stanford, and not to the student), the expense should be reimbursed as university business through the Expense Requests system, and not by means of a stipend payment in GFS.

- Awards and Honoraria-type payments:

A stipend payment with a "stipend" charge priority may be used to generate a payment for a student as a way of recognizing special accomplishments or assistance provided by the student. As with all stipend payments, these are considered taxable income and will be mailed to the student's mailing address in Axess. If Stanford funds are used, a "stipend surcharge" will be applied.

International Students

Stanford University is required to report to the government certain conditions related to an international student's status, e.g., change of address, change of major program, or failure of the student to enroll for a full course load (8 unit minimum). See Bechtel International Center's website for additional information about [SEVIS](#) (Student Exchange Visitor Information System) reporting requirements.

Immigration regulations can change unexpectedly and it can be difficult for department administrators and student services officers to stay current on regulations and requirements. To ensure that current and correct information is always provided, students should be directed to the [Bechtel International Center](#) to verify the information below whenever they have questions regarding their visas, work, or travel. Violation of any immigration rule can disqualify the student from her/his legal status, create a reporting requirement for Stanford University, and could be cause for deportation.

Graduate students must be in proper J-1 or F-1 status in order to receive fellowships or to be employed on-campus by the university. Although J-2 visa holders are allowed to attend school part-or full-time, F-2 visa holders can only attend Stanford part-time. If F-2 visa holders would like to attend school full-time, they must first change status to F-1. F-2 visa holders are not allowed to work in the US. J-2 visa holders may work on/off-campus only with Government approval. J-2 and F-2 visa holders are not allowed to receive fellowships.

1. Autumn, Winter and Spring Quarters

- a. Graduate students on J-1 and F-1 visas are limited to 20 hours per week of employment. (Note: 20 hours is equivalent to a 50% assistantship.) International students with a 50% assistantship may **not** work any additional hours on an hourly basis during the quarter in which they have the assistantship. However, the student may work extra hours during the period between the end of one quarter and the start of the next quarter.
- b. F-1 visa holders who have not yet graduated do not require authorization for any on-campus employment from either Bechtel International Center or from the Government.
- c. J-1 visa holders are required to seek authorization for on-campus employment from their visa sponsor.

- d. Immigration rules allow advanced graduate students who have completed all of their courses and requirements, except the thesis or dissertation, to work full-time (on or off-campus) with a work permit. Stanford University policy allows departments to say no to this. Students should check with their department AND check with Bechtel International Center about how to proceed.

Note: Bechtel International Center offers periodic workshops concerning employment authorization issues. Students should be advised to attend.

2. Any off-campus employment requires work authorization from the Bechtel International Center or USCIS for F-1 visa holders or the Program sponsor (usually Stanford) for J-1 visa holders. Violation of work permit rules will jeopardize the student's legal status. Any F or J student considering off-campus work should always consult with the Bechtel International Center.

Postdoctoral Scholars

The policy that governs the appointment, roles, requirements, responsibilities and benefits of Postdoctoral Scholars is found in the [Research Policy Handbook \(RPH\) 10.3, "Postdoctoral Scholars."](#)

The GFS salary entry policy for Postdoctoral Scholars is available at [GFS Entry & Policy for Postdoctoral Scholars Administrators](#).

For additional information on appointing and paying postdocs, please visit the [Office of Postdoctoral Affairs \(OPA\)](#)'s website at: postdocs.stanford.edu.

This section includes:

- [Postdoc Highlights](#)
- [Appointments on Grants and Contracts](#)
- [Fellowships](#)
- [Benefits](#)

POSTDOC HIGHLIGHTS

1. [Definition of a Postdoctoral Scholar \(Postdoc\) at Stanford University](#):
 - *A Stanford **postdoctoral scholar** is a non-matriculated trainee, in graduate student status, in residence at Stanford University pursuing advanced studies beyond the doctoral level in preparation for an independent career. Postdoctoral Scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships. In all cases, their appointment at Stanford is for the purpose of advanced studies, research and training under the mentorship of a Stanford faculty member.*
2. Postdoc appointments are for 100% time. A postdoc's appointment may start and stop on any calendar date.
3. Postdocs at Stanford must be supported by Stanford grants and contracts, training grants, departmental or school fellowship funds, by external fellowships, or by a combination of these sources. Postdocs may *not* be self-supporting. Financial support, whether in the form of salary or stipend, is paid through the GFS system.
4. All postdocs, regardless of their source of funding, must be paid at least the [minimum funding level established annually by Stanford University](#). Schools,

departments or faculty may establish a higher funding level for each postdoctoral appointment.

5. A postdoc registration/tuition fee is charged for each quarter in which a postdoc is registered, including partial quarters.
6. Postdocs paid on external fellowships directly from an outside source and not processed through Stanford **must** be entered in GFS as "Info Only" lines. (See discussion in GFS Graduate Fellowships section.)

Postdoctoral Appointments on Grants and Contracts

Postdocs may be employed on Stanford research projects. Their salary is generated, at least in part, by the Stanford projects on which they are working.

Administrators enter salary information for postdocs in GFS using the "Assistantship Salary" panel. Postdoc salaries are automatically charged a fringe benefit rate to provide medical and other insurance for the individual.

Unlike graduate students, assistantship appointments for postdocs may be entered with non-standard start and stop dates. Also, since postdocs do not enroll in courses/units, they may be paid a salary for up to 40-hours per week.

When establishing postdoctoral salaries (as opposed to stipends), it is important to use the correct *PeopleSoft Item Type*. Postdocs paid salary for less than 50% FTE must be paid as "Contingent Postdocs" in order for the correct fringe benefit rate to be applied.

For postdocs whose compensation includes a blend of both salary and fellowship stipend (see below), use care to select the proper *Assistantship Type*. If the salary component is less than 50% of the postdoc's total compensation, the *Assistantship Type* must be identified as "Contingent." This coding will determine the fringe benefit rate to be charged to salary.

Postdoctoral Fellowships

Administrators enter fellowship information for postdocs in GFS, using the "Fellowship Stipend" panel. Postdoc stipends are processed through Payroll on a monthly basis.

IMPORTANT NOTE: It can sometimes be difficult to distinguish a postdoctoral fellowship award from a sponsored research project, i.e., a research grant or contract. The differences between the two are significant both for the submittal of proposals and for the administration of subsequent

awards. A [Decision Model](#) is available to help distinguish between the two and to determine how the proposal and award should be handled.

Postdoctoral Benefits

All postdocs are required to attend a [benefits orientation](#) upon arrival at Stanford, conducted by [Postdoc Benefits](#) and [Office of Postdoctoral Affairs](#).

Postdoctoral Scholars are eligible for medical, dental, life and disability insurance. Please see the [Postdoc Benefits website](#) for more information. Salaries paid to postdocs are automatically charged the negotiated fringe benefit rate.

If the cost of postdoc benefits cannot be charged to a fellowship source, the department/faculty sponsor **must** provide the necessary funding. (Please see the [Direct Funded Postdoc](#) policy for more information.)

Postdocs are also eligible for vacation and different types of leaves (e.g., leaves of absence for illness, maternity leave, paternity leave, family leave, etc.). Leaves are subject to visa requirements and/or the approval of funding sources (see item 3, Leave Policy, in [Attachment D of the Research Policy Handbook](#)).

Questions about GFS for postdocs?

Please use [HelpSU](#) to submit your inquiry online directly to the [Office of Postdoctoral Affairs \(OPA\)](#) by selecting "Request Category: Central Office Issues" and "Request Type: Postdoctoral Affairs".

Other Financial Support

This section discusses programs and services administered by Stanford University's Financial Aid Offices and Student Services Center for graduate students. This information is intended for school and department administrators who work most closely with graduate students and are in the best position to provide coordination and guidance regarding funding resources.

This section includes information about:

- Cardinal Care Subsidy for Graduate Students
- [External Funding](#)
- [Loans](#)
- [Federal Work-Study](#)
- [Payroll Deduction](#)
- [Short-Term Funding](#)
- [Emergency Grant-in-Aid Funds](#)

Cardinal Care Subsidy for Graduate Students

Matriculated graduate students, and [Students of New Faculty](#), with assistantships or fellowship stipends (non-tuition support), who are enrolled in Stanford's student health insurance plan (Cardinal Care), will receive a quarterly subsidy of up to 50% of the cost of the quarterly premium. University-funded subsidies are processed nightly. The subsidy will be automatically entered in GFS after the Assistantship or stipend aid has been entered in GFS and approved in Workflow. The quarterly deadlines for entering and approving aid in GFS, in order for the student to receive this University funded subsidy, are as follows:

- Autumn Quarter – October 15, 5:00 pm
- Winter Quarter – January 15, 5:00 pm
- Spring Quarter – April 15, 5:00 pm

If aid is entered and approved after the quarterly deadline due to department oversight, Stanford expects the responsible department to make a stipend payment from their departmental funds equal to the amount of the subsidy.

In GFS there is an inquiry page that you can use to view subsidy status (eligible, ineligible, health waiver). The path to that page is: STF Grad Financial Support > STF

Graduate Financial Support > Inquire > Health Subsidy Status.

See the [Cardinal Care Subsidy](#) web page for additional information about eligibility and amounts. For questions about the health insurance subsidy, contact contactcardinalcaresubsidy@stanford.edu.

External Funding

THIRD-PARTY CONTRACT BILLING

Third-Party Contract (TPC) billing is available for sponsors who require an invoice to pay on a student's behalf. The TPC service is intended for government agencies and corporations that support one or more Stanford students on an ongoing basis. Billing and accounts receivable maintenance for TPC is handled by Student Financial Services. Staff with GFS access can run the Third Party Contracts Report (PS_GFS034) in BI to see the funding students are scheduled to receive through the TPC process. Funding is entered in GFS as Information Only aid lines by Schools/Departments to ensure coordination with other forms of aid.

- [Third Party Contract Application form](#)

For questions about third-party billing, please send a [HelpSU](#) ticket. Choose Request Category: "Student Services," Request Type: "Third Party Contracts."

OTHER EXTERNAL FUNDING

When departments receive funds that are intended to be applied to the charges of individual graduate students, these funds should be forwarded to the Financial Aid Office. Such funds are not gifts or income to the University; as such, they should not be put into departmental gift funds or other accounts that incur administrative charges. The Financial Aid Office enters the funding information into GFS before forwarding the money to the Student Services Center, where the funds are applied to individual student accounts.

Questions, forms or documentation related to external funding may be directed to Mariko Joplin at marikoj@stanford.edu or faxed to (650) 725-0540.

Loans

Graduate students who are U.S. citizens or eligible non-citizens may be eligible to borrow federal student loan funds. Loans may cover direct educational expenses and allowances for indirect costs such as rent, food, transportation and dependent care.

Loan funds are generally NOT available to cover such expenses as consumer debt payments, job search costs or relocation expenses. Please note that loan eligibility can be affected by other funding, including departmental or external support.

The most commonly used federal student loan programs are:

- Federal Direct Loan (Subsidized/Unsubsidized)
- Federal Direct PLUS Loan

All of these loan programs require enrollment at the half-time level (six units) or above to retain eligibility (note: TGR status is considered to be full-time). Borrowers may defer monthly payments until after leaving school. Additional information about the federal loan programs can be found at [Financial Aid: Funding Options](#). Students may also apply for private/alternative education loans to supplement federal student loans.

To be considered for loan eligibility, students must file a new application each academic year. Graduate students in the Schools of Earth Sciences, Education, Engineering, Humanities & Sciences and Medicine (Ph.D. only) can find federal student loan application instructions at [Financial Aid: Applying for Aid](#). Students in the Graduate School of Business, Law School and Medical School (M.D. only) should consult their schools' own financial aid offices for instructions.

Although international students are not eligible for federal loans, students with exceptional issues may be referred to the Financial Aid Office to discuss their options.

Federal Work-Study

A limited number of graduate students in the Schools of Engineering, Humanities & Sciences and Medicine (M.D.) may be eligible for research or teaching assistantships through the Federal Work-Study (FWS) program. Information on the FWS assistantship application process for graduate students in Engineering or Humanities & Sciences is available at <http://financialaid.stanford.edu/grad/funding/fws.html>. M.D. students should contact the Medical School Financial Aid Office for information.

Students in the Schools of Education and Law may be eligible for hourly Federal Work-Study jobs with community-service organizations. Students should contact their school for information.

The FWS program requires an institutional matching component. For FWS research and teaching assistantships, schools and departments provide tuition allowance (TAL) as the institutional match. For FWS hourly employment, the institutional match portion of wages is provided by the Provost's Office. The availability of Federal Work-Study funds for graduate students in various programs is established annually by the Financial Aid Offices in cooperation with the Schools. Funds are limited by the annual federal funds allocation.

Payroll Deduction

Graduate students with research or teaching assistantships may be eligible to pay charges on their University bill via payroll deduction. A portion of the assistantship wages for each semi-monthly pay period is deducted and applied to the University bill. Students must enroll in payroll deduction by the quarterly deadline to avoid late payment fees. Information and enrollment instructions for payroll deduction are available at [Student Financial Services: Payroll Deduction](#).

Short-Term Funding

CASH ADVANCES

Cash advances are available to students who demonstrate a need based upon financial hardship. The funds may be used for various living expenses such as food, books, insurance, medical bills, unexpected travel, car or bike repairs, a bike purchase, and other critical needs. Cash advances may not be used to pay for tuition, past due University bills, or for non-critical expenses such as parties. Students can contact the Student Services Center.

StanfordCardPlan

Students may also charge up to \$1,000 per quarter at the Stanford Bookstore and other campus locations by enrolling in the StanfordCardPlan program. The charges are added directly to the student's University bill. StanfordCardPlan information and enrollment instructions are available at [Student Financial Services: StanfordCardPlan](#).

Emergency Funding

Emergency Grant-in-Aid Funds

Emergency Grant-in-Aid Funds assist graduate students in the Schools of Earth Sciences, Education, Engineering, Humanities & Sciences and Medicine (Ph.D. only) who experience a financial emergency or unanticipated expenses (e.g., medical, dental, or legal) causing financial hardship. This program is designed to assist those who cannot reasonably resolve their financial difficulty through fellowships or loans. Awards are made in the amount of actual expenses up to \$5,000. The program is administered by the Financial Aid Office. For more detailed information and application procedures please refer to the Emergency Grant-in-Aid instructions and [application form](#). Students in the Graduate School of Business, Law School and Medical School (M.D.) should contact the financial aid offices at their schools for information about emergency funding options.

Graduate Student Aid Fund

The Graduate Student Aid Fund has been established to assist a limited number of graduate students in the Schools of Earth Sciences, Education, Engineering, Humanities & Sciences and Medicine (Ph.D. only) with University fees such as the Campus Health Service Fee and Cardinal Care Insurance when those fees cause a significant hardship. Students who demonstrate need will be eligible for small amounts to cover specific charges. For more detailed information and application procedures please refer to the [Graduate Student Aid Fund](#) instructions and application form.

Graduate Housing Loan

New for the 2016-17 academic year: Graduate and professional students may apply for loan funds from the University to help with move-in costs for off-campus housing, such as first and last month's rent and security deposit. Details on eligibility, loan terms, and application process are available at [Graduate Housing Loan](#)

Leaves of Absence

When considering a leave, students should **always** consult with the sources of their funding, whether a sponsoring organization or a Stanford department, to find out whether a leave will affect their continued funding status.

To the extent practicable, departments act on the principle that an approved Leave of Absence "stops the clock" with regard to eligibility for Stanford-based financial support (University fellowships, and teaching/research assistantships). However, because both academic programs and financial aid packages are carefully sequenced over a period of years for particular cohorts of students, individual interruptions of normal academic progress and scheduled employment - especially interruptions of more than a quarter - may result in loss of future funding and slower time to degree. Whenever a leave is being considered, students should work out a plan for continuation with their advisor and gain a clear understanding of what their future funding opportunities will be.

Some sponsoring organizations frown on interruptions to degree programs. Some allow only leaves for medical reasons or military service. Others require prior approval of the fellowship agency. Students should consult with their funding agency.

Students with outstanding educational loans need to consider carefully the effect of taking a leave on their loan status. Once the student stops registering, a grace period for repaying the loan begins. If the leave period is longer than the grace period, the student will have to begin repaying the loan while on a leave of absence. Prior to taking a leave, loan borrowers should complete [Exit Counseling](#) for each loan program.

A [Leave of Absence Form](#) must be approved, in advance, by the chair or director of graduate studies of the student's major department and submitted to the Registrar's Office for approval and processing. International students must also secure approval from the Bechtel International Center to ensure that visa requirements are met.

Eligibility for fee refund will depend on when the student's leave is approved and when the student last attended classes (or otherwise used university resources). Any refund of tuition or other fees will depend on the date of the withdrawal. More information is available in the Stanford Bulletin or from the Registrar's Office.

NOTE: Students on leave of absence may be able to make special arrangements to continue their university housing or their Cardinal Care insurance during quarters in

which they will not be enrolled. They will need to deal directly with the university offices involved to do so. Non-enrolled students will make their payments directly to the offices involved, and will not be eligible for a Cardinal Care subsidy.

A Leave is normally granted for no longer than one calendar year. See [Leave of Absence policy](#) in the Graduate Academic Policies and Procedures (GAP) Handbook.

A [Childbirth Academic Accommodation policy](#) is available at Stanford for registered and matriculated women graduate students (including students in professional schools) expecting a baby, as an alternative to a leave of absence. This policy provides a two-quarter academic accommodation period around the time of the birth.

GFS System

Matriculated graduate students with assistantships or fellowships, as well as Postdoctoral Scholars and non-matriculated grad students, must be paid through the GFS system.

This section includes information on:

- [What GFS can and cannot pay](#)
- [GFS payments and taxes](#)
- [Approving GFS Payments](#)
- [GFS disbursements](#)
- [Correcting GFS transactions](#)
- [GFS System reports](#)

What can and cannot be paid using GFS

GFS **can** pay the following for eligible graduate students and Postdoctoral Scholars:

- Assistantship appointments, including both salary and Tuition Allowance/TAL (GFS automatically calculates TAL for assistantships)
- Fellowship Tuition
- Fellowship Stipends
- A payment to offset the cost of the Cardinal Care premium (use the Fellowship Stipend panel and the "HLTHONLY" item type)
- One-time stipend payments for specific purposes, for example, for books, computer supplies or other materials that the student will keep (as opposed to departmental purchases), or for prizes and other awards (use the Fellowship Stipend panel and the "stipend" item type).

Tuition payments for non-matriculated graduate students, such as Visiting Student Researchers, can be processed through GFS. Such students, however, are not eligible for assistantship appointments.

When GFS **cannot** pay, use:

- the Payroll system for hourly pay, including one-time salary payments and retroactive pay adjustments for assistantships entered after the start of the appointment
- the Purchasing and Reimbursement systems for the reimbursement of education-related travel. The Travel Office will determine taxability of such

payments (see [Administrative Guide 5.4.2](#), Travel Expenses, Section 11, "Student Travel and Tax Issues).

GFS payments and taxes

For degree-seeking (matriculated) students, the tuition portion of fellowships and assistantships is exempt from tax. Nonmatriculated students are subject to tax on any tuition support received.

Fellowship stipends and assistantship salaries are considered taxable for the recipient. The tax obligation varies according to the student's total income, dependency status, treaty status for international students, and individual circumstances.

Tax is not withheld from student quarterly fellowship stipends or postdoctoral scholar / non-matriculated monthly fellowship stipends paid to U.S. citizens and Permanent Residents. The recipient is responsible for making any estimated tax payments.

Federal tax is withheld from student quarterly fellowship stipends or postdoctoral scholar / non-matriculated monthly fellowship stipends paid to non-U.S. residents. Residents of certain counties may be able to claim a [tax treaty](#) benefit for reduced federal taxation. The recipient is responsible for making any estimated tax payments for California.

For additional information about taxes, see [Graduate Financial Support \(GFS\) Payment and Taxes](#).

Note: A fringe benefit rate will automatically be applied to any salaries paid to either graduate students or Postdoctoral Scholars. In addition, a "stipend surcharge" will be applied to any stipend payment to a graduate student from university, school or department funds (other than a stipend payment specifically for health insurance). No surcharge is collected on tuition payments. The funds collected through the application of these rates are used to provide Cardinal Care health insurance subsidy for graduate students, and additional benefits for Postdoctoral Scholars.

Approving Payments Entered in GFS

All lines entered in GFS must be approved in a separate university application,

Workflow. The Workflow application sends an email notification to all identified approvers whenever a fellowship stipend, tuition, or assistantship line has been completed. GFS aid lines require both a Home Department and a Financial approval before they will disburse. These two approval roles are defined as follows:

Home Department Approvers

- Assure that the student's home organization and TAL Category are correct, i.e., that the correct "home department" is approving the aid
- Assure that the aid being approved conforms to GFS policy, e.g.
 - assistantship appointments include the appropriate TAL
 - assistantships do not exceed 50% during the School year
 - assistantships are used to pay for work that is relevant to a student's academic program and that advances a student's academic or professional development
 - any termination/reduction/cancellation of aid has been properly documented.
- Assure that the student is academically eligible for each quarter in which aid is being approved
- Assure that the total amount of aid being given to a student conforms to university, school or departmental guidelines.

Financial Approvers

- Assure that the student is being paid from an appropriate source of funds
- Assure that there is sufficient funding available for the period during which the aid is approved
- Assure that the amount of the expense is appropriate.

Individuals who are authorized as GFS Financial Approvers must complete the [Cost Policy tutorial](#) on the university's accounting systems and chart of accounts.

If the individual completing a line of aid in GFS is also authorized to carry out either the Home Department or the Financial approval roles, that approval is automatically conveyed when the entry is completed in GFS. If an individual completing a line of aid is authorized as both a Home Department and a Financial approver, then no additional approvals will be required. Such individuals may however wish to designate another individual either for "FYI" advice or for additional approval.

GFS Disbursement Schedules

Once aid lines have been completed and approved, they will "disburse" to the system that will process the payment, i.e., either the Student Financials System for quarterly stipend and tuition payments, or the HR Payroll system for assistantship salaries or stipends for postdocs or non-matriculated students ("NM" stipends).

These different systems operate on different disbursement schedules.

- **Student Financials:**
Stipend payments to matriculated graduate students and tuition payments (both fellowship tuition and TAL) are processed by the Student Financials system nightly for the current year. Disbursements for prior years will automatically run on Fridays. The Student Financial Services department will then process either the stipend check or the payment to the student's account.
- **HR Payroll:**
Assistantship salary paylines disburse once each pay period according to the calendar at [Payroll Schedules and Deadlines](#).

The Payroll department also processes stipend checks for Postdoctoral Scholars and non-matriculated graduate students. These checks are processed monthly, and are scheduled to be either direct deposited or delivered by the last calendar day of each month.

Correcting Transactions in GFS

The two systems involved in generating student support work differently in regard to the correcting lines that have already disbursed.

- **Student Financials:**
Corrections to stipend payments for matriculated graduate students, tuition payments (both fellowship tuition and TAL), and the Visiting Student Researcher's monthly fee are made in GFS. The GFS system retroactively processes the correction; no additional journal transactions or transfers are needed.
- **HR Payroll:**
Retroactive GFS corrections to assistantship salaries or to monthly stipends for Postdoctoral Scholars and non-matriculated students are not automatically interfaced to the payroll system, and therefore require a two-step process - which processes to use depends on if money is owed to the student or if the student was overpaid:

- IF SALARY IS OWED TO THE STUDENT
 - Submit One-Time-Payment (OTP) paper form to Payroll to add money to next paycheck, or you can submit GFS Off-Cycle Check Webform to create a Will Call Check, AND
 - Correct GFS to assure consistency with the Oracle system, and to ensure future payments are processed correctly.

- IF THE STUDENT WAS OVERPAID SALARY
 - Submit a HelpSU to Payroll to request a payback amount. Include the student's name/ID, the gross amount that was overpaid, and the pay periods that the overpayment occurred, AND
 - Correct GFS to assure consistency with the Oracle system, and to ensure future payments are processed correctly.

- IF A STIPEND IS OWED TO A POSTDOC/NON-MATRIC
 - Correct GFS first, AND
 - Submit a HelpSU to Payroll with the name/ID, the amount to be paid from GFS, the PTA(s), the dates, and if you want the stipend issued on the next available Friday or to be added to the next month's stipend check.

- IF A POSTDOC/NON-MATRIC WAS OVERPAID STIPEND
 - Correct GFS first, AND
 - Submit a HelpSU to Payroll with the name/ID, the amount overpaid from GFS, the PTA(s), the dates, and Payroll will work with you to correct this.

- IF A RETROACTIVE CHANGE TO A PTA IS NEEDED
 - For salary, correct GFS, AND
 - Complete a Labor Distribution Adjustment (LDA) in Oracle Financials.
 - For postdoc/non-matric stipend, correct GFS, AND
 - Complete an iJournal in Oracle Financials.

GFS System Reports

GFS Oracle BI Reports

Reports have been developed to assist department administrators and the Financial Aid Office. Data in the GFS system is retrievable using [Oracle BI reports](#). Individuals

who have GFS Read Only or GFS Entry access can see a list of reports prepared to meet departmental needs. To see the list of available reports, select Catalog from the dark blue menu at the top of the screen. On the left side of the screen, click on the yellow folder icon to open Shared Folders. Then click on Graduate Financial Support. Some of the available reports include:

- GFS Aid Sum by Money Srce (PS_GFS007)
- GFS Aid Sum for ALL Stu (PS_GFS009)
- GFS Enrollment Check (PS_GFS010)
- GFS Unapplied Aid Report (PS_GFS015)
- Home Dept Approvers Report (PS_GFS002)

The GFS Unapplied Aid Report provides information to departments and to the university as a whole to show where more support has been entered in GFS than the student is charged. For example, if a student has a departmental tuition fellowship which pays full tuition, and in Spring quarter the student also receives a 10% assistantship, the student could be credited with more tuition payments than are needed. The difference between the amount of tuition charged and the total tuition support received appears in the department's GFS Unapplied Aid Report.

University policy instructs departments to use outside support first, Tuition Allowance (TAL) second, and school/department funds third.

GFS PeopleSoft Exception Reports

The GFS Exception Reporting functionality in PeopleSoft is designed to give Home Department Approvers and other GFS Users a simplified tool for tracking aid recipients. The reports are available to anyone who has access to GFS. The data is broken up into twelve areas of potential exceptions, as explained in the [Job Aid for using GFS Exception Reporting](#).

GFS Job Aids & Handouts

- [GFS Policy Class Handouts](#)
- [Graduate Student Health Insurance Subsidies 2015-2016](#)
- [Graduate Student Health Insurance Subsidies 2016-2017](#)
- [Graduate Student Cardinal Care Cost and Coverage 2016-2017](#)
- [Job Aid for loading GFS Aid Lines in batch from Excel](#)
- [Job Aid for using GFS to support Students of New Faculty](#)
- [Job Aid for using GFS to enter Third Party Contract information](#)
- [Job Aid for using GFS to support Visiting Student Researchers](#)
- [Job Aid for using GFS Exception Reporting](#)
- [Workflow for GFS Payment Transactions](#)

Postdoc Job Aids

- [GFS Entry & Policy for Postdoctoral Scholars Administrators](#)
- [Job Aid for Postdoc Tuition Payments](#)
- [Job Aid for Postdoc GRPD Aid Year Activation](#)
- [Job Aid for Postdoc Mid-Quarter Termination GFS Tuition & TAL Override](#)
- [Postdoc Salary Entry Policy](#)

Contacts for Information on GFS Policy and Entry

If, after reviewing the materials on this website, you have questions or need clarification regarding GFS policy or entry, contacting the staff listed below should prove helpful.

Your School's GFS Contacts—for GFS access approval and/or questions

Graduate School of Business

- Jack Edwards, jge9@stanford.edu, 650-736-1758
- Tiffany Barone Manalo, tbarone@stanford.edu, 650-723-7241

School of Earth Sciences

- Roni Holetson, roni@stanford.edu, 650-721-3383

Graduate School of Education

- Shu-Ling Chen, shulingchen@stanford.edu, 650-723-4066

School of Engineering

- Sally Gressens, gressens@stanford.edu, 650-723-2117

School of Humanities & Sciences

- PeopleSoft and GFS access –
Office of Graduate and Undergraduate Studies,
gus_authority@lists.stanford.edu
- GFS policy and entry questions –
Marianne Liang, mfchatte@stanford.edu, 650-723-7245
Suzi Weersing, weersing@stanford.edu, 650-723-1205
-

Law School

- Faye Deal, fdeal@stanford.edu, 650-723-0302

School of Medicine

- PeopleSoft and GFS access
Al Murray, alistair@stanford.edu, 650-498-7618
- M.D. Programs and Financial Aid

Marti Trujillo, mtrujill@stanford.edu, 650-723-6954

Independent Labs, Centers, and Institutes

- Sochie Kao, sochiek@stanford.edu, 650-723-0100

Graduate Financial Support Policy

- Nancy Child, FAO, nchild@stanford.edu, 650-725-8272

Contacts for specialized questions

English Proficiency for Teaching Assistants

- English for Foreign Students (EFS) Office
Allison Kopp, amkopp@stanford.edu, 650-725-5378

Federal Work Study and Loans

- Financial Aid Office, federalworkstudy@lists.stanford.edu, 650-723-3058

Fellowships

Stanford Graduate Fellowships (SGF)

- Rebecca Jantzen, VPGE, rjantzen@stanford.edu, 650-736-9793

Nationally Competitive Fellowships

- Mariko Joplin, FAO, marikoj@stanford.edu, 650-725-0868

Postdoc Fellowships

- School of Medicine:
Debra Porzio, dporzio@stanford.edu, 650-736-0767
- Other schools:
See designated school contact or grants administrator

Health Insurance

- Graduate students
Submit a [HelpSU](#) ticket to Vaden Health Center with Request Category: Student Services and Request Type: Health Insurance
- Postdoctoral Scholars
Postdoc Benefits Office, postdocbenefits@stanford.edu, 650-724-9490

IT Help Desk

- [HelpSU](#), 650-725-4357 (5-HELP)

Office of Postdoctoral Affairs

- [Postdoc Policies and Procedures](#)
- School of Medicine
Al Murray, alistair@stanford.edu, 650-498-7618
- Schools of H&S, Engineering, EEES, and Education
Tammy Wilson, tjwilson@stanford.edu, 650-380-1283
- Submit a HelpSU ticket to the Office of Postdoctoral Affairs (OPA) by selecting "Request Category: Central Office Issues" and "Request Type: Postdoctoral Affairs".

Tax Information, Controller's Office

- [Submit a HelpSU ticket to Payroll](#)

Travel and Reimbursement, Controller's Office

- Elizabeth Ibrahim, eibrahem@stanford.edu, 650-736-0878

University Registrar's Office

- Graduate Admissions
Judith Haccou, haccou@stanford.edu, 650-323-1326
- Graduate Degree Progress
Matt Shaw, shawmr@stanford.edu, 650-213-6873

Visa/Immigration

Refer the student to [Bechtel International Center](#) for information and weekly workshops on employment issues.

Related to the GFS website

If you have feedback or comments about the organization and content of this site, contact Nancy Child, nchild@stanford.edu.

Glossary

Anticipated Aid

If an assistantship or fellowship is approved in GFS by the published deadline, that aid will show up on a student's bill as "anticipated aid." This lets the student know that he or she can expect financial support in that amount. Approved stipends and tuition support (fellowship tuition or TAL) appear as anticipated aid; assistantship salaries and Cardinal Care subsidies do not.

Assistantship

Assistantships are a form of graduate student employment, earning a compensation package (including both salary and tuition allowance) for the performance of research or teaching services to the University as part of the student's academic and professional training and development.

Cardinal Care subsidy

Matriculated graduate students and Students of New Faculty with assistantships or fellowship stipends (non-tuition support), who are enrolled in Stanford's student health insurance plan (Cardinal Care), will receive a quarterly subsidy of up to 50% of the cost of the quarterly premium. See the Cardinal Care Subsidy web page for additional information about eligibility and amounts. For questions about the health insurance subsidy, contact cardinalcaresubsidy@stanford.edu.

Coterminal student (Coterm)

A coterminal degree program allows undergraduate students to study for a master's degree while completing the requirements of their bachelor's degree. The first quarter AFTER the completion of 12 quarters is considered to be the first graduate quarter for a coterminal student (coterm). A coterm is eligible for an assistantship appointment upon the completion of 180 units.

Disbursement

The GFS system acts as an interface to other offices and systems at Stanford in order to provide financial support to students and scholars. GFS "disburses" aid to both the Student Financials system (providing quarterly stipend and tuition support through the Student Financial Services office) and to the HR/Payroll system (providing assistantship salaries and stipends for postdocs and non-matriculated students through the Payroll department). Disbursement means that the GFS system has successfully passed the line requesting aid to the appropriate system.

Fellowship

Fellowships provide financial aid, not salary. No service is expected in return for a fellowship; it is awarded on a merit basis to assist a student in the pursuit of a degree.

Full Fellowship

For purposes of establishing limits on amounts of additional employment, a full fellowship is defined as one that provides at least the same level of financial support as a 50% FTE Research Assistantship, at the minimum salary level established by Stanford University and providing the equivalent level of tuition support.

Financial Approver

Financial Approvers are responsible for verifying that the support being provided through GFS is coming from appropriate sources, and that the account being used to provide that support has sufficient funds to cover the expense.

Full-Quarter Appointment

Assistantship appointments are made for a full quarter. Standard appointment periods are:

- October 1 - December 31
- January 1 - March 31
- April 1 - June 30
- July 1 - September 30.

For those students who begin work before the start of the standard appointment period, an "alternate quarter" is available. By choosing this option, the standard quarter dates are adjusted by one pay period for an entire year. If a student is being appointed on an "alternate quarter" basis, that schedule will apply to all assistantship appointments made in that quarter and in all subsequent quarters within that year.

Note that, during Summer Quarter, teaching appointments may be for two months only (July and August). In this case, the assistantship is ended when the course being taught ends. The student is paid for that amount of time, and receives the appropriate TAL payment for the full Summer Quarter.

Full-Time Appointment

Except for specific programs such as the Honors Co-Op Program, Stanford University does not enroll part-time graduate students during Fall, Winter or Spring quarters. (Note: Graduate students in the Medical School are considered to be full-time during Summer Quarter as well.) A 50% assistantship appointment is considered a full-time appointment because it provides salary for 20 hours of work per week and requires the student to be enrolled for 8-10 units. The combination of work and study is

defined as a full-time appointment.

Graduate Financial Support (GFS) system

GFS is the online application used at Stanford to administer assistantships and fellowships for graduate students and Postdoctoral Scholars.

Graduate Student

Graduate students have satisfied the requirements for a bachelor's degree and must be registered and enrolled in courses for all terms of each academic year from the admission term until conferral of their degree (unless on an approved leave of absence). Unless they are on TGR status (or within less than 8 units of achieving TGR status or degree completion), graduate students must be enrolled in at least 8-10 units in any quarter in which they have an assistantship or fellowship.

Graduation Quarter

Students who have completed all course work and residency requirements, have formally applied to graduate and filed all necessary forms, and who need only to submit a final thesis or dissertation or project in order to graduate, may apply for a one-time Graduation Quarter. The student must have been enrolled in the immediately-preceding term. The tuition charge for the Graduation Quarter is \$150. As is the case for TGR students, students on Graduation Quarter must enroll and are considered to be full-time. If the student does not submit the necessary documents during the Graduation Quarter, the student will need to enroll at the appropriate tuition rate for all subsequent quarters.

Home Department Approver

Home Department Approvers (HDA) are responsible for assuring that individuals receiving support through GFS are eligible for that support, and that the support has been provided in conformance with applicable policy.

Honors Cooperative Program

The Honors Co-Op Program is a graduate program in engineering and science in which employees at companies are released from work to attend classes at Stanford. Most participating companies also allow students to attend televised classes at their locations. The program is administered through the Stanford Center for Professional Development (SCPD) within the School of Engineering.

Hourly Employment

Graduate students may be employed and paid for work unrelated to the student's academic and professional training. Such employment is not considered an assistantship appointment and it generates no Tuition Allowance. Other hourly

employment is processed through Payroll and not through GFS. US students appointed to a 50% assistantship or holding a full fellowship are limited to an additional eight hours of hourly employment per week. (Additional limits apply to international students.)

Item Type (PeopleSoft)

The "item type" is the basic work unit of the PeopleSoft Student Financials system. It classifies charges and defines the accounting elements that are affected. The item type is the interface between the GFS system and the University's financial systems. The Item Type code (12-digit numeric) "ties together" a Project ID, Account, Department ID, and Charge Priority (specific types of charges, such as tuition, salary, health insurance, etc.). Put another way, the Item type is a "shorthand" notation that points to all the related accounting elements for a student financial transaction. Once you know the Oracle PTA, you can use GFS to create item types if you have the appropriate role in Authority Manager.

Matriculated and non-matriculated students

Matriculated students are admitted to a degree-granting program and complete requirements leading to the conferral of that degree. Non-matriculated students are not enrolled in a degree program. Some non-matriculated students may enroll in classes, while others, i.e., Visiting Student Researchers, may not enroll in classes.

"NM" (Non-matriculated) Stipends

Fellowship stipends paid to Postdoctoral Scholars and to non-matriculated graduate students (e.g., Visiting Student Researchers, Knight Fellows, Stegner Fellows, etc.) are processed monthly through the Stanford Payroll Department. Non-matriculated stipend checks are paid at the END of each month. Payments to international students and scholars will have appropriate tax withheld. These stipends may be automatically deposited in the same way as payroll checks.

Predoctoral Student (Predoc)

Graduate students who are active in a doctoral program, and have not yet received their doctoral degree, are sometimes referred to as "Predocs."

Principal Investigator (PI)

The Principal Investigator (PI) has overall responsibility for the technical and fiscal management of research and other projects that are funded by outside sponsors. At Stanford, Principal Investigators are typically members of the faculty.

Postdoctoral Scholar (Postdoc)

Postdoctoral Scholar (Postdoc) is a trainee in residence at Stanford pursuing

advanced studies beyond the doctoral level in preparation for an independent career. Their appointment at Stanford is for the purpose of advanced studies and training under the mentorship of a Stanford faculty member. Postdocs must be supported either by assistantship appointments and/or fellowships and/or documented funding received from an outside source.

Research Rate (for MD students starting in 2010-11 and after)

During the MD Program, a student may elect to suspend their MD program enrollment and enroll instead in a period of full-time research. The first quarter of full-time research is assessed the regular MD tuition rate. Subsequent quarters of full-time research are assessed a reduced tuition rate, the Research Rate. MD students being charged the Research Rate, who are appointed to assistantships in GFS, are activated with the TAL category MD-RR. Upon returning to the MD program, the student will be charged regular MD tuition (TAL category MD).

Stipend and Salary

Fellowships typically pay a STIPEND, or a living allowance, to a student. Stipends are intended to provide financial support to the student while completing their education, they are processed through the Student Financial Services department, and they are normally paid to students at the beginning of each quarter. Assistantships pay a SALARY to the student, as compensation for services provided either in a teaching or research role. RAs and TAs receive a Stanford paycheck twice each month, on the same schedule as other employees.

Students of New Faculty

The non-matriculated classification "Students of New Faculty" permits newly-hired Stanford faculty to bring one or more doctoral students from their home institution to Stanford for a limited period of time to complete research under their direct guidance. The student's degree is awarded by the home institution. Students of New Faculty must enroll in the appropriate TGR course during each quarter of the academic year while they are at Stanford. They may receive tuition and stipend support from unrestricted sources, and they may be appointed to Research Assistantships. If they have the qualifying financial support and are enrolled in Cardinal Care, they will receive the university Cardinal Care subsidy.

See Job Aid for using GFS to support [Students of New Faculty](#) .

TA-OK

All international students must be screened for English proficiency before being appointed to any teaching assistantship. The English for Foreign Students Office conveys approval in the GFS system for a teaching appointment (TA-OK).

Terminal Graduate Registration (TGR)

Doctoral students who have been admitted to candidacy, and who have completed all required courses and degree requirements other than the University oral exam and dissertation, may request TGR status while completing their dissertation. TGR students must enroll in a designated course (801 or 802) for zero units. They are charged a reduced tuition rate (TGR tuition).

Terminal Medical Registration (TMR, for MD students who started before 2010-11)

Terminal Medical Registration is a category of reduced tuition for MD students whose program started before 2010-11. It is similar to Terminal Graduate Registration (TGR) for doctoral students (see TGR, above). MD students who started before 2010-11, and who have already paid the equivalent of 13 quarters of full MD tuition, who wish to register for additional quarters prior to receiving the MD degree, are eligible for TMR tuition rates.

Tuition Allowance (TAL)

Tuition Allowance (TAL) is the tuition component of the assistantship compensation package. The cost of TAL is shared between University general funds and school, department, and/or sponsored project funds providing the assistantship. TAL is paid for a full quarter.

Visas (F-1 and J-1)

A student who is not a citizen of the United States or a Permanent Resident needs a visa to enter the United States in order to study at Stanford. Most students are on either an F visa (for students and their immediate family) or a J visa (for exchange scholars and their immediate families). The Bechtel International Center provides current information to students and departments regarding visas.

Visiting Student Researcher

Visiting Student Researchers are graduate students from other academic institutions, who are invited to Stanford to work with a Stanford faculty member. Visiting Student Researchers are registered at Stanford as Non-matriculating students, are charged a monthly VSR fee, and may not enroll in any classes. They may receive stipend support from unrestricted sources, but may not hold an assistantship appointment. See Job Aid for using GFS to support [Visiting Student Researchers](#) .

Visiting Scholar

The term "Visiting Scholar" is used at Stanford to describe faculty from other academic institutions, or other recognized experts in their fields, who come with funding from their home institution to engage in research and/or collaboration for a

limited period of time with individuals at Stanford. They are appointed by the department in which they will be engaged. Visiting Scholar appointments are without Stanford funding.

WorkFlow

Workflow is Stanford's automated process for sending a transaction to the correct individuals for approval. The GFS system uses Workflow to process both home department approvals and financial approvals for all aid lines.