



PhD Funding for Entering Students

Columbia University Graduate School of Arts and Sciences
International Students- Payroll

Summer 2024

Presented by GSAS Office of Financial Aid

Today's Session

- Introduction
- Overview of PhD Funding
 - Funding Disbursement Process
- Your Responsibility
- Registration - Enrollment Categories
- Timing and Next Steps
- Q & A



Welcome to Columbia – Meet Your People

- DGS – Director of Graduate Studies
- DAAF – Director of Academic Administration and Finance \$
- Financial Aid – Departmental Liaison \$
 - <https://www.gsas.columbia.edu/sites/default/files/content/docs/Financial-Aid-Directory.pdf>
- Also Student Affairs, Compass, Diversity and Inclusion...

PhD Funding Overview – International

➤ Tuition and Fees

- Including Health Insurance for you and your eligible dependents (if applicable)

➤ Living Expenses

- Teaching Appointment – Salary (semi-monthly, subject to tax withholdings)

<https://www.gsas.columbia.edu/content/fellowship-information-doctoral-students>

<https://www.gsas.columbia.edu/content/tax-information-international-students>

PhD Funding Overview

- Humanities and Social Sciences

<https://www.gsas.columbia.edu/content/fellowship-support-doctoral-students-humanities-and-social-science-departments>

- E3B, Mathematics, and Statistics

<https://www.gsas.columbia.edu/content/fellowship-support-doctoral-students-e3b-mathematics-and-statistics>

- Other Natural Sciences

<https://www.gsas.columbia.edu/content/fellowship-support-phd-students-natural-sciences-departments>

PhD Funding Overview – Additional Resources

- Guaranteed [Columbia housing](#) for five academic years
- Full [health insurance coverage on the student plan for eligible dependents](#)
- Health insurance coverage while on an official [medical leave](#)
- [Subsidy towards optional dental insurance plan](#)
- [Accommodation for Parental Responsibilities](#)
- [Child-care subsidy](#)
- [Funding to attend conferences](#)
- [GSAS International Travel Awards](#)
- Coverage of Internet fee for students in [university housing](#)
- [Printing quota upgrade](#) when not on appointment
- [Gym access](#) during funding-eligible years

Your Responsibility

- Rent
- Student Activities Fee: \$46 each semester
- Document Fee: \$105 one-time, first semester
- Language and Other Course Specific Fees
- Late Registration Fee: \$100
- Late Payment Fee: \$150 (first assessment), 1.5% of balance monthly
 - if related to any of the above categories or during self-funded semesters
- Withdrawal Fee: \$75

Registration – Enrollment Categories

- Two Residence Units (RU) are required for the MA earned as part of a PhD degree
- Four additional Residence Units, for a total of six overall, are required for conferral of the MPhil, PhD, and DMA degrees.
- These six Residence Units correspond to the first three years of a PhD program.

Enrollment Categories:

- ***RU = Full Residence Unit (first six semesters of enrollment)***

After completing required RUs (typically in your fourth year):

- ER = Extended Residence
 - Register for a course
 - Hold a university teaching or research appointment
- M&F = Matriculation and Facilities
 - completing a degree requirement such as a language examination or qualifying examination
 - Preparing, writing, or distributing the dissertation proposal or dissertation

Next Steps – Complete As Soon As Possible

➤ **Apply for a Social Security Number**

- <https://isso.columbia.edu/content/social-security-number-application>

➤ **Open a U.S. bank account (upon arrival)**

- <https://isso.columbia.edu/content/resources-students>

➤ **Update your address in Student Services On-Line (SSOL)**

- Must have a U.S. address on record for LOCAL address
- Must have a FOREIGN address on record for PERMANENT address
 - NOTE: Your permanent address should remain as a foreign address unless your citizenship changes
 - Log into [SSOL](https://ssol.columbia.edu) (ssol.columbia.edu)*
 - Select Addresses: View and Update
 - Click Update under the Local Address section to make any changes

Next Steps – Complete As Soon As Possible

- **Resolve any outstanding HOLDS on your Columbia University account**
 - Immunization hold will prevent registration and disbursement of your funding
 - <https://www.health.columbia.edu/immunization-compliance-office>
- **Provide visa information to payroll team**
 - Our office will be reaching out with additional details in July

Next Steps – Complete by Friday, August 2nd

Students should work directly with their department to complete and submit the required hiring paperwork.

The following forms are generally required:

- W-4 (Federal tax form)
- IT-2104 or IT2104.1 or IT-2104.E (NYS tax form)
- Work Authorization / Visa documents
- Voluntary Race & Ethnicity Form
- Invention Agreement (for students engaging in research)

- **I-9 and E-Verify**
 - The I-9 is a TWO-PART process to verify your eligibility to work in the U.S.
 - Please carefully review the information available on the below site to understand the completion process and documents that will be required to confirm your eligibility.
 - <https://humanresources.columbia.edu/I9-everify>

Next Steps – Register for Fall 2024 (3-day window!)

- **Registration will be available via SSOL for the following dates:**
 - Tuesday, August 27th
 - Wednesday, August 28th
 - Thursday, August 29th
- **Enrollment Category = RU (Residence Unit)**
 - You must register for a RU and at least ONE course prior to the end of registration on Thursday, August 29th

1 RESIDENCE UNIT MORNINGSIDE CAMPUS

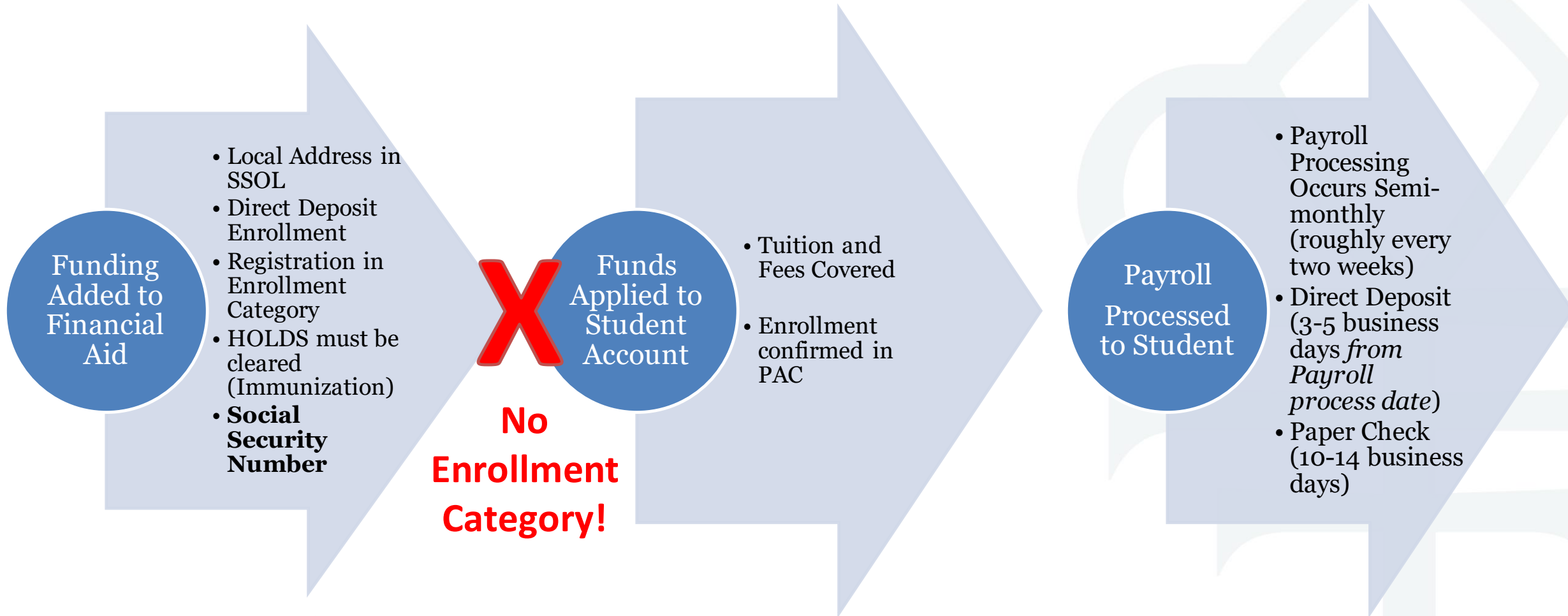
RESI0001GR

Section	Title	Call Number	Class Type
^ 001	1 RESIDENCE UNIT MORNINGSIDE CAMPUS	12006	IND. STUDY

Next Steps – Update Address and Direct Deposit

- If all appointment paperwork is completed on time and without issue, you should have an Active appointment in PAC (People At Columbia) **beginning September 3rd**.
- Once you are active in PAC, you should complete the following steps **prior to Monday, September 9**
- Update home address in PAC (People At Columbia)
 - Log in to [My.Columbia.edu](https://my.columbia.edu)
 - Select View or Update Your Personal Information on the Faculty and Staff page
 - Scroll down to the Resources section and click on the Personal Data Tab
 - Update your home address by clicking on View and/or Update your Personal Data
- Enroll in direct deposit
 - Follow instructions for Payroll enrollment at <https://www.sfs.columbia.edu/direct-deposit>

Funding Disbursement Process -- International



September 13 is the first payroll process date for Fall 2024. Students who have all steps completed by priority deadlines will be included in the first process.

Takeaways

➤ **Take action now or as soon as possible**

- Apply for SSN, Open a US bank account, Clear HOLDS, Complete New Hire paperwork, Update address and enroll Direct Deposit

➤ **Importance of Enrollment Categories**

- Register for RU between August 27 – 29 (and at least one course)

➤ **Your People are HERE**



Q&A

Contact Us: gsas-finaid@columbia.edu

**Financial Aid Departmental Liaisons:
<https://www.gsas.columbia.edu/sites/default/files/content/docs/Financial-Aid-Directory.pdf>**