

## FREQUENTLY ASKED QUESTIONS (FAQs) FOR FELLOWS

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## What does my fellowship provide?

You will receive a tuition waiver, a stipend and health insurance. For your reference, you will be provided a Fellowship Fees Summary Chart before the semester begins with more details.

## When will I receive my stipend?

UGS anticipates stipends will begin during the 1st week of classes, following the [payroll calendar](#), however, ***that is not guaranteed***. Please note that stipends will only be disbursed if you have already registered and all contract sign-on processes have been completed (including necessary background checks). Payments for those who have NOT registered will be delayed until the registration takes place. Additionally, payments for those who have not completed the necessary sign-on processes will be delayed until those are completed. *(Please note stipends are processed and distributed by HR/Payroll and follow the [payroll calendar](#)).*

## How will I receive my stipend?

You will receive the stipend on a biweekly basis through HR/Payroll via direct deposit into your bank account. Therefore, you will need to set up **direct deposit** with payroll as soon as possible (if you are currently a GA and have already signed up for direct deposit through payroll, **you do not need to complete this process again.**) To set up direct deposit, please follow the below instructions.

## How do I set up direct deposit?

To setup direct deposit, log in to your My.FIU.edu account and follow the steps below:

1. **Access MyFIU:** Log into the [MyFIU portal](#) using your FIU credentials.
2. **Navigate to Employee Self-Service:** Find the Human Resources Self-Service tab and select Employee Self-Service.
3. **Find Payroll and Compensation:** Within Employee Self-Service, locate the Payroll and Compensation section.
4. **Access Direct Deposit:** Select the Direct Deposit option.
5. **Add or Modify Account:** Follow the prompts to add a new bank account for direct deposit or update existing information.
6. **Follow Instructions:** Carefully read and follow the instructions provided on the [FIU HR website](#) to ensure accurate information is entered.

**Note:** Only U.S. bank accounts can be used for direct deposit

### **Do I have to be enrolled Full-time?**

**Yes**, you need to enroll as a full-time graduate student during each term you are receiving the award.

For Presidential Fellows, full-time enrollment equals 9 credits in the Fall semester, 9 credits in the Spring semester and 6 credits in the Summer semester.

For Dissertation Fellows and Doctoral Evidence Acquisition recipients, full-time enrollment is equal to 3 credits per semester. **IMPORTANT: International students on a F-1 student visa must** complete an International Student and Scholar Services (ISSS) form called [Advancement to Thesis/Dissertation Segment](#) to receive authorization to enroll for just three (3) dissertation credits during the Fall and Spring terms. Contact the ISSS office for additional information and deadlines (305)348-2421.

### **Can I enroll for more credits than the Fellowship stipulates?**

**Yes**, you may register for more credits, but your tuition waiver will not cover the cost. Therefore, you will be responsible for the full cost of the additional credits, which will be at the in-state rate.

### **Am I required to pay anything for my registration?**

**Yes**, there are per credit fees and per semester student fees which are **not** covered by your tuition waiver. You are responsible for paying these fees by the end of the Add/Drop period in each semester to avoid any late fees. For your reference, you will be provided a Fellowship Fees Summary Chart before the semester begins.

### **What do I need to do if I am currently on a Graduate Assistantship and am transitioning into a fellowship?**

Starting in Summer 2025, all **new** Fellows will be paid through HR/Payroll. If you are a current Graduate Assistant, you will continue to receive payment through direct deposit and will retain control over any employee email accounts. This eliminates the need of issuing a POI form with your department. Please note that, upon the conclusion of your fellowship, you may need to work with your department to issue you a POI form if you will not remain on contract following the fellowship. More information about this can be found in the next section.

## **Person of Interest Form: What can I do if my employee email from my graduate assistantship/fellowship contract has been terminated?**

If you find yourself needing to retrieve documents off your employee email or would like to have your employee credentials reinstated, your Graduate Program Director or Graduate Secretary must fill out the Person of Interest Form (POI) on your behalf and return it to Human Resources (HR). To find out more info on the POI form, please click here: <https://hr.fiu.edu/employees-affiliates/affiliates/>. Please note that if you remain on contract with HR, you do not need to complete this process.

## **Does my award provide health insurance?**

**Yes**, by accepting the fellowship award you are automatically enrolled in the University's GA health insurance plan, United Healthcare, managed by **Academic Health Plans**. The insurance premium for this plan is paid 100% by the University Graduate School while receiving your fellowship stipend. If applicable, when you begin your assistantship while being a fellow, you are expected to pay approximately 17% of the insurance premium (as required of all GA/TA/RAs) once hired by the Department.

For more information on the plan and benefits, please visit: <https://fiu.mycare26.com/>

## **Can I opt-out of the University's health insurance plan?**

**Yes**, in order to opt out of the GA Health Insurance Plan, please follow these steps provided in the [Care26 Student User Guide](#). (This does not apply to international students, or students on an F1 or J1 visa\*).

## **Will I need to pay taxes?**

**Yes**, taxes will be deducted from your biweekly paychecks. For any questions regarding the tax deductions, please contact HR at [hrservice@fiu.edu](mailto:hrservice@fiu.edu) or 305-348-2181.