

# Information for Incoming EECS Aid Recipients

Electrical and Computer Engineering Division  
University of Michigan

June 2008

We look forward to seeing you in September! The information below will answer questions regarding financial aid payments and reiterate what is expected of EECS financial aid recipients.

## Pay Dates:

For fellowship students, payment dates for your stipend may vary from month to month, but the general rule of thumb is that it will fall somewhere around the 15<sup>th</sup>. (NOTE: Rackham Merit Fellowship (RMF) recipients are the exception to this rule and will receive details about their stipend payments from the Rackham Graduate School.)

RA (Research Assistant) positions receive employment paychecks on the last working day of the month.

**Note that your first payment may not be until the end of September. Plan on covering your expenses through the month.**

## Tuition and registration fees:

Payment of tuition and fees is applied directly to your U-M account. On occasion, the September billing statement is sent prior to the posting of the tuition/fee payment. If that occurs, you may ignore the tuition/fees portion of that bill. All other charges, however, are your responsibility. Your October statement should reflect payment of your tuition and fees. If it does not, please contact me.

## Direct Deposit:

Students are encouraged to use direct deposit for their checks. This is an easy process and allows you to receive your stipend payments instantly without stopping by your local bank branch or ATM. In order to setup direct deposit, you will need to login to "Student Business" on Wolverine Access, and then click "Payroll and Compensation." From this screen, you may click "Direct Deposit" in order to setup your account information. If you run into any problems with this process, please contact me.

If you do not wish to sign up for direct deposit, your checks will be mailed to you. **It is imperative that you update Wolverine Access with your local Ann Arbor address, or your checks will be sent to your permanent address.**

## Taxes:

Fellowship stipends are considered reportable income. However, taxes are not withheld for US Citizens. You will need to report these monies as income when filing your taxes in April. Please take this into account and adjust your budget and spending accordingly. It may be helpful to set aside between twenty and thirty percent of your monthly check to help balance your spending.

Fellowship income for non-citizens may fall under a tax treaty. If you are an international student, please see me to determine if you are exempt. If you qualify as exempt, you must complete a form to avoid taxes being taken from your check.

Tuition/fees payment is not taxable income. Books qualify as a tax deduction; save your receipts.

ECE Division  
Financial Aid Contact:  
Scott Cederbaum

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734-764-9544

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[sceder@eecs.umich.edu](mailto:sceder@eecs.umich.edu)

OFFICE:  
3405 EECS

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See EECS on the Web:  
[www.eecs.umich.edu](http://www.eecs.umich.edu)

#### Health Insurance:

All financial aid students will be sent an e-mail in the first week of September notifying them that they are eligible to enroll in benefits on Wolverine Access. You will be given the option of enrolling in GradCare Health Insurance and a Dental Plan. The department will cover these expenses. Please be sure to select the correct options pertaining to your situation and review your choices carefully. Once you have made your selections, you will not be able to change them. All GradCare enrollments must be completed within 30 days, or you will be enrolled with the default options.

Fellowship students who run into problems with this process, or who do not receive an e-mail from Wolverine Access confirming their benefits status in the first week of September may contact me. I will help you resolve these issues.

Students who will be a GSRA are U-M Employees and will receive further information from Karen Liska and/or their lab administrator.

**Upon arrival, international students will be required to enroll in health insurance through the International Center. That coverage may be canceled when coverage by EECS begins.**

#### Email:

U-M and EECS utilize email extensively. Be sure to check your e-mail regularly and sign up for the student e-mail list for your program (the graduate coordinator for your program will give you instructions.) You will have an EECS address and a UMICH address. Make sure to set up forwarding or check both so that you receive all messages. You will receive important information about your aid through e-mail and it is your responsibility to make sure you are receiving messages addressed to you.

The EECS Department expects all students receiving funding to:

- Enroll in a course schedule approved by an academic advisor and take enough credit hours to maintain full time status;
- Maintain a 7.0 GPA;
- Find a research advisor;
- Achieve academic milestones within program deadlines;

**Please be sure to read your offer letter closely for full details.**

#### Summer 2009 Funding:

As you become acclimated and learn more about professors and research projects, you will want to begin planning for 2009 summer support. In order to fulfill the requirements of your offer, financial aid recipients are expected to remain in Ann Arbor working on research with a faculty member. It is your responsibility to find a research advisor. In March, I will contact you regarding locating an advisor and finalizing your summer research plans.

Research Assistants will be receiving additional information from Karen Liska and their individual lab administrators. If you need help determining your lab administrator, please let me know.

I hope this information proves helpful as you begin planning your journey to the University of Michigan. The University, and Ann Arbor in general, is truly a fantastic place to be able to grow your knowledge. I know that you will enjoy your time here. I look forward to working with you this year and throughout your time here at the University of Michigan. Feel free to contact me at anytime by e-mail at [sceder@eecs.umich.edu](mailto:sceder@eecs.umich.edu) or by phone at 734-764-9544.

Thanks, and all my best,

Scott Cederbaum