**Information and Resources for Fellowship Students**

When students receive a fellowship, particularly an external fellowship, it is important to notify both the Graduate Coordinator and the unit responsible for your appointment; this unit will generally be the home Department of your PI, and the contact person will be the Grants and Contracts Specialist, Human Resources Representative or Lab Manager/Administrator. Students should make an appointment with their Graduate Coordinator as soon as they are notified of receiving a fellowship.

**Registration**

It is imperative that fellowship students clear bars and register during the first access period every semester. This will ensure that your tuition will be paid and confirmed in time for your first paycheck to be issued. Fellowship funds are typically released once tuition is paid and confirmed, so registering early will ensure that the first fellowship payment is paid out on time at the beginning of each semester.

**Tuition/Stipend**

**Fellowship Tuition/Stipend:** In some cases, fellowship stipends are less than the GRA stipend and/or the fellowships cover a percentage of tuition. ICMB policy requires advisers to top-up any fellowship stipend or tuition payment that does not cover the students’ full stipend or in-state tuition. If students ever experience issues with tuition payments, a late paycheck, or anything else related to tuition/stipend, contact the Graduate Coordinator immediately. Pay particular attention to discrepancies in pay, either under- or over-payments. Always ask questions if you are not sure that your paycheck is correct.

**Tuition Waivers:** Once on fellowship, students must secure in-state tuition rates via other means, since most students qualify via a GRA or TA appointment; The ICMB Graduate Programs secure waivers for fellowship students through the Graduate School or the College of Natural Sciences.

**Health Insurance**

**Student Insurance vs Staff Insurance:** Many fellowships provide a premium payment in the amount of student health insurance. When accepting a fellowship, students need to take into consideration whether they want to stay on staff insurance or move to student insurance. Here is the link to the AHA student plan: [https://utexas.myahpcare.com](https://utexas.myahpcare.com)

Here is the UT HR link that provides more information on staff insurance: [https://hr.utexas.edu/current/insurance/health-insurance-rates](https://hr.utexas.edu/current/insurance/health-insurance-rates)

**Summer “Gap Insurance”:** Domestic fellowship students that switch to student insurance will need to enroll in “gap insurance” in the summer. Student insurance ends mid-August, so unless students take action to enroll in gap insurance, students will not be covered the last two weeks of August. The lab/department should cover the gap insurance.
Insurance Waiver: If international fellowship students have secured their own insurance, they will need to waive the student insurance here: https://world.utexas.edu/isss/insurance/students/waivers

**Fellowship Status vs Student Employee Status**

“Zero-Hour Research Affiliate Position”: Your department should appoint you as a “research affiliate” in order for you to maintain all access that you normally have as a student employee. If you ever experience issues with access (i.e. building access, UT electronic systems, gym, parking permits, data allowance, etc.) contact your Graduate Coordinator immediately.

**Paycheck:** Fellowship students receive their paychecks on the first of every month for that month, whereas student employees, like all employees at UT, receive their paycheck for “services rendered” – i.e. the paycheck student employees receive on the first of the month is for the previous month. For fellowship students, this means that if/when you move back to a GRA or TA position, that there will be a 2-month “gap” in pay. For example, if moving from a spring semester fellowship to a summer semester GRA-ship, the last fellowship payment will be on May 1st for the May pay period, and the first GRA paycheck will be July 1st for services rendered during the June pay period.

**Taxes**

Depending on the type of fellowship students hold, and depending on citizenship status, taxes may or may not be withheld. The IRS does not provide a means for UT to withhold taxes on fellowships. US students holding fellowships administered through the Graduate School may need to make quarterly estimated tax payments on their fellowship. International students holding fellowships do have taxes taken out of their fellowship money; If the US has a treaty with the student’s country, then the amount withheld is based on the treaty. If the US does not have a tax treaty with the student’s country, then 14% is withheld.

**Tax Resources:** Students are encouraged to attend the Graduate School Tax Workshop, which is held every spring semester.

Here is a link to all Graduate School workshops: https://gradschool.utexas.edu/services-and-resources/events

If you are unable to attend the workshop, students can find information (including the tax workshop presentation and slides) here: https://gradschool.utexas.edu/finances/tax-considerations-for-graduate-students

International fellowship students should defer to the International Office regarding tax inquiries: https://world.utexas.edu/isss/ssn-tax/tax/gtp