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
In some cases, fellowship stipends are less than the GRA stipend and/or the fellowships cover a portion, not full, 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
Fellowships do not automatically provide the recipient with health insurance coverage. Fellows have several options for meeting their health insurance needs. Often, fellowships provide a premium payment in the amount of student health insurance coverage.

Information regarding the Student Health Insurance Plan can be found here:
https://utexas.myahpcare.com/enrollment

Information regarding fellowship eligibility for the university staff group insurance which is available to those with qualifying fellowships ($10,000 or more in stipend) can be found here:
https://hr.utexas.edu/student/insurance-graduate-student-fellows

Summer "Gap Insurance": Domestic fellowship students that switch to student insurance will need to enroll in "gap insurance" for the summer. Please refer to the AHP link above to view the enrollment period. 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" Appointment: Your department should appoint you to a "zero-hour" position 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's pay period, whereas student employees receive their paycheck for the previous month's pay period. For fellowship students, this means that if/when you move back to a GRA or TA position, that there will be a 2-month interval 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 the June pay period.

Tax Information and Resources
Fellowship stipends are subject to federal income tax, however, sometimes taxes are not withheld from fellowship paychecks. Students are strongly encouraged to attend the Graduate School Tax Workshop, which is held every spring semester.

Here is a link to sign up for 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