

## Fall 2021 Matrics

### Deadline

The BGS Office must receive all paperwork no later than **July 16, 2021**. Your first stipend check will be issued **Tuesday, August 31, 2021**.

If all documents and paperwork are not received via secure share by this date, your first month's stipend will be delayed and added to the next month's stipend.

## Instructions:

1. Populate all fields electronically. If you are unable to process electronically, please print legibly in blue or black ink. If we cannot read your hand writing your stipend payment may be delayed.
2. Review for accuracy and signatures where needed.
3. Save completed forms
4. Sign and date where necessary
5. Submit all forms as one **PDF FILE ONLY** do not submit multiple files or files as JPEG or TIF file.
6. Send all documents through Penn's Secure Share system instructions are provided in FAQ's (<https://seureshare.apps.upenn.edu/secureShare/jsp/fast2.do>)
  - Sending Documents to: **First Name:** Tiffany **Last Name:** Brooks **PennID:** 75692911  
**TIP: Be sure you are sending documents to Tiffany, not yourself!**

## Sent via Secure Share Checklist

- Signed Student Letter (**Page 1 and 2**)
- Payroll Information Sheet
- Graduate Student and Postdoctoral Appointment Information Form
- Photo Copy of signed US Passport and Social Security Card OR Driver's License and Social Security Card
- **Submit one PDF file with all required documents.** If not able to submit one full PDF (PREFERRED) Clearly label each upload in the format (lastname.firstname\_label)  
*ex: label being photo ID, SS card, signed letter*

\*Direct Deposit enrollment Online. [Setting up Pay Elections Tipsheet \(direct deposit\)](#)  
**Please note this step can only be completed once you've been hired in Workday.**