

August 2022 Matrics

Non-US

Deadline

The BGS Office must receive all paperwork no later than Friday, July 22, 2022. Your first stipend check will be issued **Wednesday, August 31, 2022.**

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 all 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 provided in FAQ document).

(<https://seureshare.apps.upenn.edu/secureShare/jsp/fast2.do>)

Send Documents to: **First Name:** Jill **Last Name:** Baxter **Pennid:** 10221867

Sent via Secure Share Checklist

- Signed Student Letter (**Page 1 and 2**)
- Payroll Information Sheet
- Graduate Student and Postdoctoral Appointment Information Form
- Foreign National Information Form (this form can be submitted after arrival in US)
- I-20, I-94 (These items can be submitted after arrival in the US)
- **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 signed letter, payroll info sheet, appointment form (Doe.Jane_signedletter)

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.

Non-US students: If you do not have a social security card, please leave that area blank on the forms. Complete and send in all forms even if you do not have a social security number. The University will assign a temporary number which will be used to pay your monthly stipend. You can apply for a ITIN number (Individual Taxpayer Identification Number) in 2023, when you file your 2022 taxes using the W-7 Form, which is found on the IRS website (<https://www.irs.gov/uac/About-Form-W7>). You will be able to apply for a social security card in your third year of study but not before.