



Surviving and Thriving in Graduate School

A) Beginning Your Studies:

1. How are your financial needs going to be met? Will you be supported with fellowships, Graduate Student Research or Graduate Student Instructor or Reader positions, loans, or will you have an outside job? It's good to ascertain, if possible, how you will be able to finance your graduate study for the duration of your stay at Cal. Ask your department or advisor if they can provide financial support if you did not receive a fellowship. You will probably need to keep applying for fellowships during the duration of your graduate studies to augment current support or limited time fellowships. For more fellowship information, go to: http://grad.berkeley.edu/financial/fellowships_resources.shtml
2. Given the goals of your intended degree, know the coursework required as well as other requirements (including particulars of prelim/master's qualifying exams) to complete the degree. Find out the normative time to complete the degree. Find out what it takes to enter the Ph.D. program if you've been admitted to the MS/MA degree and would like to continue. Find out if you need 1 or 2 minors and what the limitations are.
3. Meet with a Diversity Officer if the department/division has one, and also speak with current students, supportive faculty, and the Graduate Student Affairs Officer (GSAO) about what courses to take. If possible, avoid professors who have reputations for being non-supportive to students during your first semester. Adjusting to graduate school is difficult enough without having to contend with these kinds of difficulties.
4. Attend the Department orientations at the beginning of the school year. They can be very informative.

B) Your First Semester:

1. It is important to do well during your first semester (3.5+ GPA) if you can, so the *type* of courses you select, and the *number* of courses you select, have to be carefully thought out. You don't want to overload your first semester but you also want to show you're cut out for the program. Consult with your diversity officer, faculty advisor, graduate assistant, or current graduate students for advice. Consider taking a seminar, or 299/601 units to lessen the load.
2. If you're planning on pursuing the Ph.D., and have to take either a prelim/Master's exam, ask around about good classes to take to help prepare you. The graduate students and faculty usually know these answers. There may also be old exams to study from.
3. Learn what your weaknesses are, or where you have limited knowledge and take the proper courses to rectify. (Note, this may encompass taking an undergraduate class--possibly more than one.) This is being strategic about insuring your graduate school success.
4. During the first semester begin speaking with professors and their graduate students about their research to see if you are interested in working with that particular professor for your research project. Look up the professor's work on the web and read a couple of their publications before you speak with them.
5. Focus on your intellectual passions, the topic you're really excited about. This is your driving force and will propel you to greater happiness in grad school. Hopefully you'll find a match of your intellectual passion and what you're good at. Graduate students are the chief innovators of invention and thought on this campus. They often inspire their very own research advisors!

C) During the First Year:

1. If you have any difficulty with midterms or final exams, see the professor to discuss how you did and what you can do to improve and learn from your mistakes.
2. Try to have a research project picked out by the end of the first semester or the beginning of the second semester. (This may not pertain to all departments.) If you will be working with human subjects, make sure to fill out an application with the Office for the Protection of Human Subjects at least 3 months prior to your research. Go to: <http://cphs.berkeley.edu/> for more information.
3. If taking prelims/Master's exams, anticipate studying a significant amount of time (20-30 hrs per week) to prepare. Try to get copies of old tests (some depts. provide them), and have study partners. Try not to prepare for this test alone. Also, find out how many chances you get to take the prelim/MS exam.
4. When choosing a research advisor, look for a match of the advisor's research/project, personality, his or her support and **most importantly, belief in you.** This is very important to your happiness and success at Berkeley. You may also need a co-advisor if your research bridges the expertise of your primary advisor. Make sure to communicate well with both advisors.

5. Have an agenda when you meet with your advisor. This way you get all your questions answered and issues covered.

D) Continuing On:

1. Make sure you meet regularly with your diversity officer, the Graduate Diversity Program Director, or someone you can trust to bounce off ideas. Join student groups for other kinds of support. Berkeley has many different student groups. Go to the Graduate Assembly to get the current list of graduate student social groups. They are a great organization. <https://ga.berkeley.edu/>
2. Don't isolate yourself from the department. Go to social functions, retreats, serve on committees, and so on. Form groups to co-support each other—especially if you're learning theory, taking exams, or writing your thesis/dissertation.
3. When conducting your research, make sure you put in the time required (or more), work hard, consistently, independently, but also as a team player. Don't be afraid to be innovative and creative in your thoughts. Sometimes the best innovations occur by accident. Learn new data or language programs as necessary. Do supplemental reading if you think it will help you. Don't be afraid to make a mistake. Some of the best innovations occur from people taking risks, making errors, and learning from them.
4. Make sure you get a desk/office space once you've got a research advisor.
5. Go to conferences and present your research. Have your advisor see your paper before you present it. Do an excellent job when presenting your work. Graduate students presenting a paper can apply for funding from the Graduate Division. To apply for conference travel details, go to: <https://tango.berkeley.edu/applicant/app/start>.
6. Learn to write grant proposals to fund your work. This is good preparation for funding your work in the future and very important for pursuing life in academia and elsewhere.
7. If applicable, begin writing up your results in conjunction with your advisor for publication in research journals. It is very impressive to have publications as a graduate student. These are looked upon as an indicator of your future potential.
8. Prepare for your oral/qualifying examination. Know your subject area(s) and your research project well. Understand how and why things work. Professors on your exam committee will be testing you on conceptual understanding of the material, and may ask you about specific books/ topics/ journal articles. Be prepared to speak well about the research you're undertaking for your dissertation.
9. Conduct practice sessions for your qualifying exam with a team of graduate students or sympathetic faculty, so you become adept at answering questions orally. Do this several times until you are comfortable with this process. (Note: taking an oral exam is very different than taking a written one—practice is essential.) Find out the particulars of your qualifying exam, as it varies by department. Practicing ahead of time is very important to passing oral exams.

E) The Dissertation:

1. Seek a dissertation fellowship, if available, the year prior to your final year. This frees your time to write. It's much harder to try to work and write your dissertation.
2. Put yourself on a timeline to finish. Get buy-in from your advisor regarding this so that you both agree on the timeline.
3. Anticipate delays. Machines break down, things often don't work as planned. Be patient but persistent.
4. Be nice to the GSAO in your department. It can make a world of a difference in how pleasant your graduate school experience goes.
5. Work one day at a time. Try not to look too far ahead. Tell yourself to do work today *for* today.
6. Consider joining a dissertation support group. These can help keep you on track and motivated.
7. Have fun; play an intramural sport, start a new hobby. We have fabulous hiking trails in the hills, and an amazing Cal Recreational Sports Program. Find a sense of community whether on or off campus.

F) Planning Beyond:

1. Before your last year, think about what kind of job you want or where you'd like to teach so that you can begin preparing for the job market. Berkeley has great advisors and workshops for graduate students at the Career Center.
2. If pursuing an academic position, you'll need a C.V. (curriculum vitae), an application letter, a statement of research interests and future research plans, a statement of teaching interests, and teaching evaluations. You should be able to give a one hour lecture on a topic related to your research. Academic interviews often take at least a day. Consider signing up for the Grad Division Summer Institute to learn more about applying to a faculty position. For more information, please visit: http://gsi.berkeley.edu/conf_wkshop/SummerInstituteGuidelines.html
3. Make sure you find a mentor to help you through the tenure/new professor process if possible. Or, if you fail to find one, stay in contact with your former advisor. You may also have contacts in other schools to speak with. Try to stay in touch with your fellow alums in case you need to help each other in some way.
4. Post-docs may also be an appropriate undertaking in some departments. Consider applying to both post-docs and teaching jobs to maximize your options.

Enjoy your time at Cal!

Residency Cheat Sheet

10 things graduate students need to know about California residence for purposes of tuition and fees.

1 The University of California Regulations for Residency Purposes of Tuition and Fees differ from those of other California public post-secondary institutions. They also differ from Admissions and Financial Aid regulations.

3 The term “California resident for purposes of tuition and fees” comes from the University’s residence regulations and differs from other definitions of California residence. For example, a person who is a California resident for tax or voting purposes will not necessarily be a resident for purposes of tuition and fees. Admissions and Financial Aid definitions of resident also differ. They do not confer residence for purposes of tuition and fees.

5 In order to establish residence in California for purposes of tuition and fees, **you must have the legal ability to establish a permanent domicile in the United States**, meaning you must be a citizen or permanent resident of the United States or hold a valid, qualifying nonimmigrant visa.

7 **It is your burden to prove, by clear and convincing evidence, that you have satisfied all applicable UC residence requirements.**
Financial hardship cannot be considered in evaluating whether you are able to qualify for California residence for purposes of tuition and fees.

9 You normally cannot establish California residence for purposes of tuition and fees while maintaining legal ties to another state or country (e.g. state tax liability, driver’s license, voter’s or vehicle registration). Further, if you have moved to California primarily to attend UC Berkeley, you are here for educational purposes and are not eligible for a resident classification for purposes of tuition and fees.

2 Upon admittance to the University of California, you must first complete a **Statement of Intent to Register**. However, your resident or nonresident classification is determined for purposes of tuition and fees only after you have completed and submitted a Statement of Legal Residence to the campus Residence Deputy.

4 You *do not* become a resident for purposes of tuition and fees simply by living in California for 366 days or more, even if you are in a Master’s or PhD program. **The length of time you attend UC Berkeley or live in California is not the sole determining factor of residence.**

6 Graduate students over the age of 24 by Dec. 31 of the year resident classification is sought are presumed to be financially independent. Graduate students under the age of 24 whose parents qualify as California residents under UC residence regulations do not have to verify that they are financially independent. Graduate students whose parents are not CA residents must demonstrate that they were not claimed as dependents for the most recent two calendar years prior to the term for which a resident classification is sought. Graduate students who are graduate student instructors, teaching or research assistants, or teaching associates employed at 49% time or more (or awarded the equivalent in University-administered funds, e.g. grants, stipends, fellowships) in the term for which resident classification is sought may be exempt from the financial independence requirement.

8 The UC residence regulations require that you prove **all of the following**:

- 1)** at least 366 days of physical presence in California,
- 2)** concurrent intent to permanently remain in the state
- 3)** financial independence.

10 This is only a summary of the main UC regulations for California residence for purposes of tuition and fees. **Please access the UC Residency Policy for details (ucop.edu/residency) or contact the Residence Affairs Unit at UC Berkeley.**

Residency FAQs

How do I apply for residency (for tuition purposes)?

All students who wish to apply for residency must complete the Statement of Legal Residence (SLR) during the appropriate filing period (Fall: April 1 to July 15; Spring: October 1 to December 1). To find the SLR, go to Cal Central (calcentral.berkeley.edu), under My Dashboard, under “Tasks” or “Notifications”. Once you submit the SLR, we will request documents from you and add items to the checklist in “Tasks”. To check the status of your SLR go to: My Academics, “Status and Holds”. It may take our unit to four to six weeks minimum to process your file, so please submit your SLR early.

What should I do once I arrive?

- ◆ **Document your presence in the state** as soon as you arrive. Save airline tickets or bank/credit card statements showing you were physically present in California one year prior to the beginning of the term for which you are seeking resident classification.
- ◆ **Establish a California driver’s license or state identification card** within 10 days of arrival. Surrender all out-of-state driver’s license and identification
- ◆ **Establish a California residence** in which you keep your permanent belongings.
- ◆ **Register your vehicles(s) in California** within 20 days of arriving. Also, register to vote and vote in California elections.
- ◆ **Pay California income taxes as a resident** on all taxable income earned after your arrival and file California resident or part-year resident tax returns. File nonresident or part-year resident out-of-state tax returns if you have out-of-state taxable income prior to arriving in California.
- ◆ **Designate and use a California address** as your permanent address on all records (school, employment, tax forms, military, bank accounts etc.).

What about non-academic periods?

Remaining in California during non-academic periods is a strong indicator of your intent to make California your home. You’ll be required to document that you were physically present in the state for at least 2 of the 3 months during the summer previous to the term

you are petitioning for residency. Other non-academic periods will not be an issue if you provide strong indicators of intent. If you must leave the state for academic-related reasons (such as research), you may be required to provide proof of your whereabouts. Please contact the Residence Affairs Unit for more questions.

Q I graduated from a California high school. Do I qualify for any exemptions?

A You may be eligible for an exemption if you:

- ◆ have attended a high school in California for 3 or more years, and
- ◆ have graduated from a California high school or attained the equivalent thereof, and
- ◆ not be a nonimmigrant (e.g. students holding an F-1 or J-1 visa)

If you believe that you are eligible for this exemption, you will be required to complete and submit an Application and Affidavit, and your official high school transcript.

Q How long does it take to receive an answer once I submit all of my documents?

A Students usually receive a classification notice in 4 to 6 weeks.

My petition was denied. Can I appeal?

You have the opportunity to appeal to the UCOP Office of the General Counsel (OGC). You must do so in writing to OGC within 30 days of the date of your nonresident letter. Information regarding how to appeal can be found at: http://ucop.edu/general-counsel/_files/ed-affairs/uc-residency-instructions-appeal-form.pdf

Have a question?

Contact us at:
orres@berkeley.edu or 510.642.7209

Did you know?

If you are determined to be a non-resident but want to submit a Statement of Legal Residence for a subsequent term, you must file the online form for that term in Cal Central. Just make sure to check the deadlines page at:

<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/how-apply-state-tuition>.

Graduate Professional Development

Graduate Division, Berkeley

All Berkeley doctoral and master's students have access to an extensive network of **Graduate Professional Development resources**. The Graduate Division encourages all graduate students, from those in their first semester to those on the job market, to set goals for professional development and seek out resources and programs to achieve them.

Graduate Professional Development Resources

- The **Graduate Professional Development website** serves as a central portal to assist you in this endeavor. Visit grad.berkeley.edu/professional-development/about-gpd.
- The **Graduate Student Professional Development Guide** helps you identify skills to develop and steps to take each semester to strengthen those skills. Visit grad.berkeley.edu/professional-development/guide.
- **Individual professional development planning tools** assist you in setting goals and tracking your progress. See grad.berkeley.edu/gps/idp.
- The **Graduate Professional Development online calendar** features workshops, conferences, talks, and other events sponsored by a variety of campus partners that aim to build skills for various careers. Go to grad.berkeley.edu/events/category/professional-development.

Graduate Professional Development Programs

Graduate Professional Development (307 Sproul Hall)
grad.berkeley.edu/professional-development/about-gpd
gradpro@berkeley.edu

Graduate Student Instructor (GSI)
Teaching & Resource Center (301 Sproul Hall)
gsi.berkeley.edu
gsi@berkeley.edu

Graduate Writing Center (307A Sproul Hall)
grad.berkeley.edu/professional-development/graduate-writing-center
gradwriting@berkeley.edu

Student Mentoring and Research Teams (SMART)
smart.berkeley.edu

Summer Institute for Preparing Future Faculty
grad.berkeley.edu/resource/summer-institute-for-preparing-future-faculty

Graduate Professional Development Programs

Campus Partners

Berkeley Connect (Hearst Field Annex B-22)

berkeleyconnect.berkeley.edu
berkeleyconnect@berkeley.edu

Beyond Academia

beyondacademia.org
info@beyondacademia.org

Career Center (2440 Bancroft Way)

career.berkeley.edu
(510) 642 – 1716

Career Development Initiative for the Physical Sciences (CDIPS)

cdips.physics.berkeley.edu

D-Lab (356 Barrows Hall)

dlab.berkeley.edu
lab-frontdesk@berkeley.edu

Graduate Assembly (444 Eshleman Hall)

ga.berkeley.edu
businessoffice@ga.berkeley.edu

MCB295: Careers for Life Science PhDs (101 Barker Hall)

mcb.berkeley.edu/course/mcb295
mcb295@gmail.com

Office of Graduate Diversity (327 Sproul Hall)

diversity.berkeley.edu/programs-services/graduate
grad.diversity@berkeley.edu

Research IT

research-it.berkeley.edu
research-it@berkeley.edu

Science Leadership and Management (106 Stanley Hall)

qb3.berkeley.edu/qb3/slam
berkeley.slam@gmail.com

Thriving in Science

thriving.berkeley.edu
dwienner@berkeley.edu

Townsend Center for the Humanities (220 Stephens Hall)

townsendcenter.berkeley.edu
townsendcenter@berkeley.edu

Visiting Scholar and Postdoc Affairs (44 Barrows Hall)

vspa.berkeley.edu
vspa@berkeley.edu

Questions? Contact Graduate Professional Development at gradpro@berkeley.edu

Academic Appointments

Resources for Graduate Students

2016 - 2017

Graduate Student Academic Appointments such as **Graduate Student Instructor (GSI)**, **Graduate Student Researcher (GSR)**, **Reader and Tutor** appointments have extensive policy and compliance issues that can be quite complex. To assist graduate students to navigate and understand the complexities surrounding these academic titles, see the list of web links to information for graduate student academic appointments below.

- ◆ **Graduate Student Instructor Teaching & Resource Center**

<http://gsi.berkeley.edu>

Provides information on requirements including: *Language Proficiency Program for International GSI's*, *Teaching Conferences for first-time GSI's*, *GSI Professional Standards & Ethics Online Course*, *300-level semester-long pedagogical seminar on teaching* and many more resources for new and continuing GSIs.

- ◆ **New Academic Student Employee (ASE) Orientation Information**

(Human Resources/Labor Relations) <http://hrweb.berkeley.edu/labor/contracts/BX/orientation-dates>

- ◆ **GSI, GSR, Reader or Tutor Guide**

<http://grad.berkeley.edu/financial/graduate-student-employment/guide/>

Provides information to resources for finding a graduate student academic appointment as well as full descriptions of each of the academic titles above including qualifications and restrictions.

- ◆ **Fee Remissions**

<http://grad.berkeley.edu/financial/fee-remissions/>

Describes how fee remission is determined, different types of fee remission, and qualifications and restrictions.

- ◆ **Guide to Graduate Policy, Refer to Section H: Academic Appointments**

<http://grad.berkeley.edu/policy/>

RELATED RESOURCES

Academic Calendars (Office of the Registrar)

<http://registrar.berkeley.edu/calendar?terms=current>

Fees & Tuition (Office of the Registrar)

registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule?PageID=feesched.html

Union Contract Information (Human Resources/Labor Relations)

<http://hr.berkeley.edu/labor>

Academic Student Employee Job Opportunities (Human Resources/Labor Relations)

<http://hr.berkeley.edu/labor/contracts/BX/job-opportunities>

Cal Central (Student Information System)

<https://calcentral.berkeley.edu/dashboard>

For more information contact
Graduate Appointments Office
Email: gradappt@berkeley.edu

Understanding Graduate Fellowships

Presented at

New Graduate Student Orientation

August 24, 2016

Andrea Rex

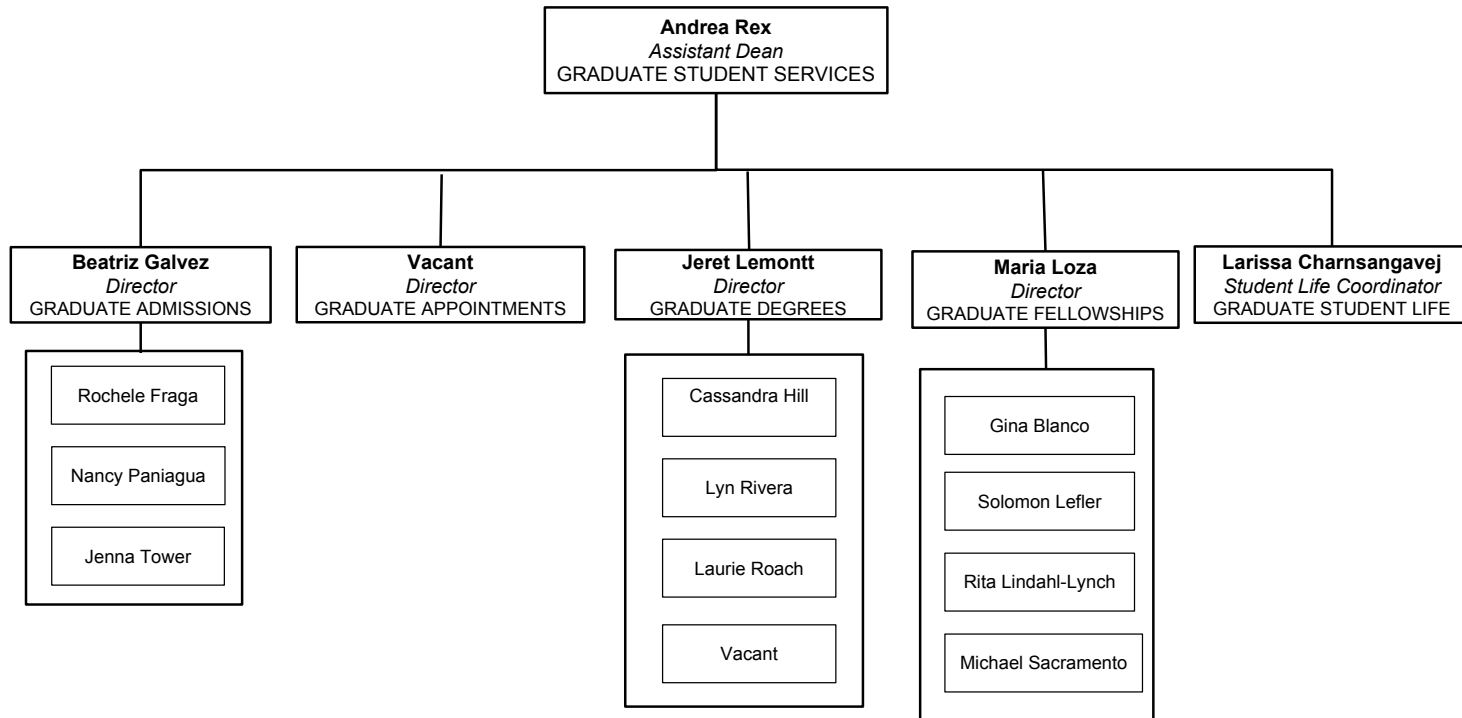
Assistant Dean for Graduate Student Services

Graduate Division

Agenda

- Brief overview of Graduate Student Services
- Overview of Graduate Funding Types
- Overview of Fee Remissions, GSI/GSR information
- Different Support for Various Stages of Study
- Looking for Grant and Fellowship Support
- How to Solve Problems & Campus Resources
- Q&A

Graduate Student Services

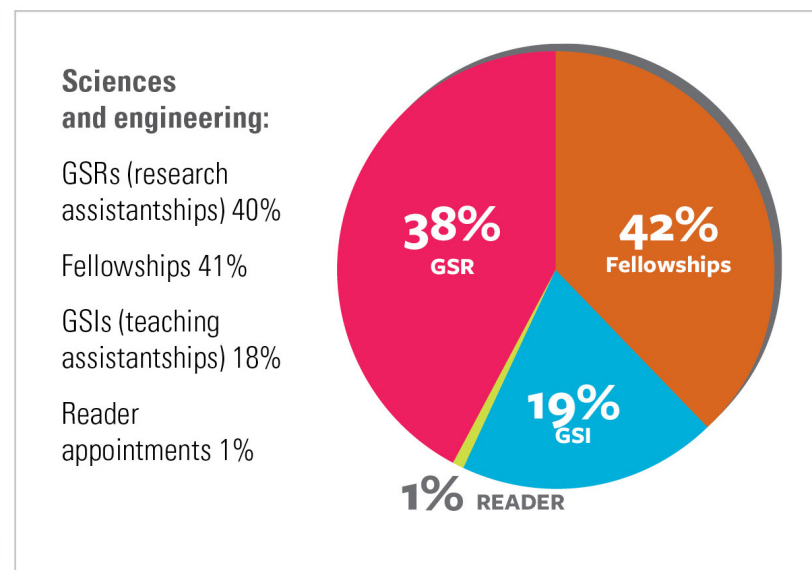
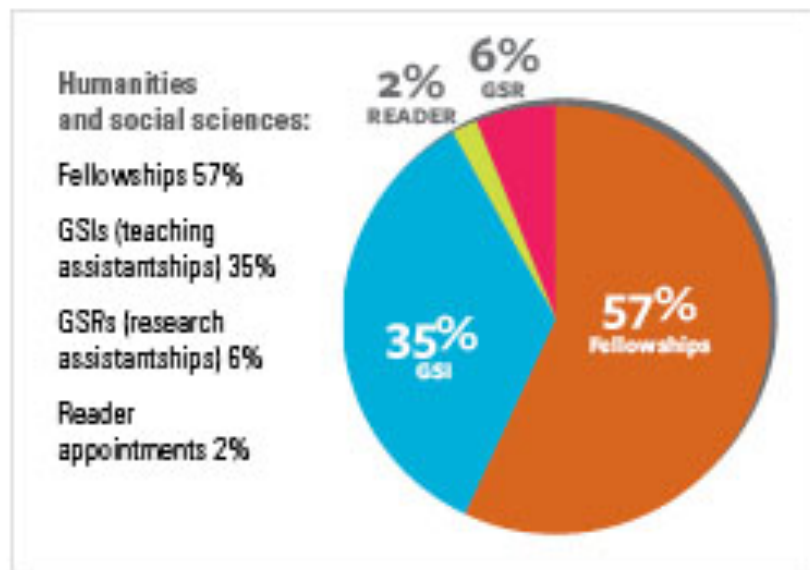


Different Types of Graduate Funding

Funding Types	Salary	Stipend	Fees/ Tuition	Research/ Training
<i>MERIT-BASED</i>				
Fellowships		X	X	
Grants				X
Academic Employment (GSI/ GSR)	X		X*	
<i>NEED-BASED</i>				
Work Study	X	X		
Loans		X	X	

* For qualified positions

Graduate Student Support at Berkeley



How Does a Fee Remission Work?

- Student must enroll in course units to generate fee assessment
- Fees are assessed according to degree program; see Registrar's website for fees:
<http://registrar.berkeley.edu/tuition-fees-residency/tuition-fees/fee-schedule>
- Student is hired in Fee Remission-Eligible Appointment by CSS-HR
- Student entered into payroll system and on-boarded according to job title (e.g. GSI vs. GSR)
- Appropriate Fee Remission (see next slide) is credited to student account
- Note certain fees are paid at certain percentages in eligible titles only, note certain fees (e.g. PDST, Campus Fee, ClassPass) are never covered by even a Full Fee Remission + NRST
- Many (but not all) departments pay the non-covered fees using other fund sources, e.g. Departmental Block Grant

Fee Remission Eligibility, Title Codes & Remission Types

Appointment Dates	GSI	GSRs/Readers/Tutors	End of the 3 rd week of Instruction
Fall 2016	8/1/16 – 12/31/16	8/17/16 – 12/16/16	9/09/16
Spring 2017	1/1/17 – 5/31/17	1/10/17 – 5/12/17	1/27/17

Types of Remissions	Eligibility	Title & Code	Fees Paid by Remission
No fee remission	<ol style="list-style-type: none"> Appointment is ≤ 24% time; <i>and</i> Enrolled in at least 12 units, unless already advanced to doctoral candidacy; <i>and</i> Registered by the end of the 3rd week of classes; <i>and</i> Appointment eligibility requirements are met. 	<ul style="list-style-type: none"> GSR: 3276 GSI I: 2311 GSI II-IV: 1507 Acting Instructor: 2551 Reader*: 2851 Tutor*: 2861 	None
Partial fee remission	<ol style="list-style-type: none"> Appointment is ≥ 25% time (25-44% for GSRs) for the semester (see dates above); <i>and</i> Enrolled in at least 12 units, unless already advanced to doctoral candidacy; <i>and</i> Registered by the end of the 3rd week of classes; <i>and</i> Appointment eligibility requirements are met. 	<ul style="list-style-type: none"> GSR: 3276 GSI I: 2310 GSI II-IV: 1506 Acting Instructor: 2550 Reader*: 2850 Tutor*: 2860 	-Student Services Fee -Tuition -Health Insurance Fee*
Full fee remission	<ol style="list-style-type: none"> Appointment ≥ 45% time as a GSR for the semester (see dates above); <i>and</i> Enrolled in at least 12 units, unless already advanced to doctoral candidacy; <i>and</i> Registered by the end of the 3rd week of classes; <i>and</i> Appointment eligibility requirements are met. 	<ul style="list-style-type: none"> GSR: 3282 	-Student Services Fee -Tuition -Health Insurance Fee* -Berkeley Campus Fee -Class Pass(AC Transit) Fee
Full fee remission <i>and</i> nonresident supplemental tuition remission*	<ol style="list-style-type: none"> Appointment ≥ 45% time as a GSR for the semester (see dates above); <i>and</i> Enrolled in at least 12 units, unless already advanced to doctoral candidacy; <i>and</i> Registered by the end of the 3rd week of classes; <i>and</i> Appointment eligibility requirements are met.; <i>and</i> Pursuing the Ph.D. or professional doctorate (as defined by the student's department), as the terminal degree; <i>and</i> Is within the departmentally-established normative time period; <i>and</i> Does not receive any other support that funds nonresident supplemental tuition. 	<ul style="list-style-type: none"> GSR 3284 	-Student Services Fee -Tuition -Health Insurance Fee* -Berkeley Campus Fee -Class Pass(AC Transit) Fee -Nonresident supplemental tuition fee
Decoupling or Separation of GSR fee remission from salary source	<ol style="list-style-type: none"> Appointment ≥ 25% time Accommodates grants where expenditure of funds on tuition & fees (<i>benefits</i>) is disallowed Equivalent student aid award to a Partial fee remission (25%-44%) or Full fee remission (45% or greater) must be paid to student's account. Does <u>not</u> combine with other GSI, GSR, AI-GS, Reader or Tutor appointments to generate or share cost of fee remissions. 	<ul style="list-style-type: none"> GSR 3266 	Other Award replaces equivalent of partial or full fee remission (<i>such as fellowship, block grant, departmental award, etc...</i>)

Different Fee Remission Types

- **Partial***=Tuition, Student Services Fee, Health Insurance Fee**
- **Full**=Tuition, Student Services Fee, Health Insurance Fee**, Campus Fee & Class Pass
- **Full + NRST**=Tuition, Student Services Fee, Health Insurance Fee**, Campus Fee & Class Pass and Non-Resident Supplemental Tuition

***Berkeley Campus Fee and ClassPass are not covered by Partial Fee Remissions;
Professional Degree Supplemental Tuition (PDST) is not covered by any Fee Remission**

****Note that the funding source, not the GSI/GSR, will receive refunded fees for SHIP waivers**

Fee Remission Tips

- Confirm your remission rate before accepting position
- Recognize that only Full+NRST (i.e. certain GSRs) remissions cover NRST and that *NO* remissions cover PDST (Professional Degree Supplemental Tuition)
- Some departments pay difference between Partial Fee Remission and total fee assessment, others do not and students are responsible for Campus and Class Pass fees
- Contact hiring department (who may contact CSS–HR) if you don't see your Fee Remission in CalCentral

The 25% Rule

Unless further restricted in your award letter, if you are receiving a fellowship administered by the Graduate Division that will give you at least \$16,000 in stipend plus fees (the latter from either fellowship or academic appointments), you are subject to an employment restriction: students may work up to 25% during the academic year (that is, **25% each term** or **50% for one term** only). There is no work restriction for the summer term.

Summary of Terms of Award and Payment Schedule

- Unless indicated differently in your award letter, stipend payments will be disbursed August 25, 2016 (fall) and January 25, 2017 (spring). Summer stipend awards will be disbursed on June 9, 2017. All payments will be made via **Electronic Funds Transfer (EFT)** if **registration is complete**.
- Fellows are required to register full time at Berkeley (generally 12 units per semester) and to devote their time to study and/or research in the field in which the award is made, make satisfactory academic progress, and maintain a minimum 3.0 GPA. If the fellowship includes a summer stipend, students *may* be required to enroll in 3 units during the summer. Please check award letter for details.
- If your registration is not complete, your stipend payment will not be sent to your account. To be considered registered, one must be enrolled in at least one class, have had at least the first installment of fees paid, and have no registration blocks.
- Have your fellowship stipend deposited directly into your bank account by signing up for **Electronic Funds Transfer (EFT)**. It will be activated within 7 business days. If you have not signed up for EFT or you have a past due balance, your fellowship stipend will be paid by check. An email notification will be sent to you once the fellowship stipend check is available for pick up at Cal Student Central, 120 Sproul Hall. If the check is not picked up within a week, it may be mailed to your local address on file in CalCentral (if no past due balance exists) or it will be cancelled. Re-issuance of a check usually takes about three weeks.
- If included in your award, registration fees and/or nonresident supplemental tuition will be credited directly to your account after you have enrolled in units.
- U.S. citizens and permanent residents are requested to complete a Free Application for Federal Student Aid (FAFSA). The FAFSA form is available online at <http://www.fafsa.ed.gov>.
- Unless further restricted in your award letter, if you are receiving a fellowship administered by the Graduate Division that will give you at least \$16,000 in stipend plus fees (the latter from either fellowship or academic appointments), you are subject to an employment restriction: students may work up to 25% during the academic year (that is, 25% each term or 50% for one term only). There is no work restriction for the summer term.
- This fellowship may be withdrawn or modified if you receive two full Graduate Division fellowships (each composed of a stipend plus fees) or you receive more than \$34,000 in stipend funding during the 12-month academic year (Fall, Spring, and the following summer). In either case, the combined funding must be approved by the Associate Dean of Fellowships. Please refer to your departmental award terms for further restrictions regarding the maximum stipend amount rule or holding more than one fellowship.
- Federal law and University policy **require** that graduate students in pursuit of an advanced degree conducting research, on or off campus, that involves human subjects in any way must be approved or exempted by the Committee for the Protection of Human Subjects (CPHS) before the research is begun. Please see <http://cphs.berkeley.edu>.
- Graduate Student Services: Fellowships must be informed immediately of any changes that may affect this fellowship, such as the offer of another award, withdrawal, change of major, etc.
- U.S. citizens and permanent residents who are nonresidents of California are eligible to apply for California residency status for their second year of study. (Your fellowship will, therefore, pay nonresident supplemental tuition only during your first year, if your fellowship includes nonresident supplemental tuition). Please consult the Residence Affairs Unit in 120 Sproul Hall upon arrival in Berkeley for information regarding the steps that must be taken to establish California residency. Additional information may be found [online](#).
- Foreign Language and Area Studies (FLAS) fellows must enroll in a course in the language for which the award is made and an area or international studies course each semester while on fellowship tenure. **All courses must be taken for a letter grade.** Students are also required to submit the *Student Performance Report* after completion of the year, since failure to do so will jeopardize future federal funding.

Graduate Division Provides:

- Graduate Student Parent Grants (need-based)
- GSR Childcare Reimbursement (matches ASE reimbursement program except GD pays rather than unit)
- Childbirth Accommodation Funding for Women Doctoral Students (GD pays for a substitute GSI or GSR)
- Emergency Backup Childcare
- Conference Travel Grants
- Doctoral Completion Fellowship (certain departments)
- Mentored Research Award
- U.C. and Chancellor's Dissertation Fellowship (non-professional doctorates)
- Application workshops for large programs like NSF, DDRA, FLAS, etc.

Additional Graduate Funding Sources:

There is an abundance of sources of funding, the challenge is to find what funding is right for you.

Organized by:

- Where you are in your education (e.g., Masters/Professional, Pre-doctoral, Dissertation completion)
- What discipline or subject area you are working in (e.g., Material Science, Performing Arts, K-12 educational research)
- What you use the money for (e.g., language training, conference travel, specialized skill training).

Databases and Resource Guides

Reference books: *The Annual Register of Grant Support (Quarterly)*

Funding Databases:

- <http://iris.library.uiuc.edu/~iris/search.html>
- http://pivot.cos.com/funding_main

Keep in Mind:

- **Think ahead!** Start NOW for 2017-18!
- **Meet the deadline!** Individuals who do not make the deadline lower their chances of obtaining funding by 100%
- **Keep looking for opportunities!** The more applications you submit, the higher your chances of success.
- **Hone your professional skills!**
 - Grant writing workshops:
<http://grad.berkeley.edu/professional-development/graduate-writing-center/>
 - CV building and other Professional Development:
<http://grad.berkeley.edu/professional-development/guide/>

Additional Online and On-campus Sources

Graduate Division Fellowships Office:

Summer research grants, parent grants, Dissertation Completion Fellowship, Travel grants.

<http://grad.berkeley.edu/financial/deadlines.shtml>

http://grad.berkeley.edu/financial/fellowships_resources.shtml

Berkeley International Office: <http://internationaloffice.berkeley.edu/aid>

Monthly newsletter E-Grad: <http://grad.berkeley.edu/news/>

Career Center:

On- and off-campus jobs and internships:

<https://career.berkeley.edu/Callisto/CalJobs.stm>

Additional Online and On-campus Sources

Graduate Student Handbook:

http://grad.berkeley.edu/wp-content/uploads/graduate-student-handbook_1.pdf

Graduate Student Resources: <http://grad.berkeley.edu/students/>

General Student Information: <https://calcentral.berkeley.edu>

Graduate Guide to Policy: <http://grad.berkeley.edu/policy/>

How to Solve Fellowship and Appointments Problems

Start with your CalCentral Account: <https://calcentral.berkeley.edu>

Contact your Home Department (F'ships) or Hiring Dept (GSI/GSR)

Contact Graduate Fellowships gradfell@berkeley.edu, or
Graduate Appointments gradappt@berkeley.edu

Visit Cal Student Central (120 Sproul) for Financial Aid (need-based) questions

PLEASE BE PATIENT! Berkeley is going through its largest, most comprehensive system replacement ever. It **WILL** get better!!



Our Mission:

To improve the lives of University of California, Berkeley graduate students and foster a vibrant, inclusive graduate student community

The Graduate Assembly is the official representative body of graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly (the GA) are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles, the Graduate Assembly advocates for students, funds student groups, and sponsors a variety of projects.

GOVERNANCE

Delegate Assembly

Delegate representatives come from all academic units, departments, and schools. The GA holds monthly Delegate meetings to discuss campus issues impacting graduate students and create advocacy initiatives to improve the overall graduate student experience.

Executive Board

Composed of eight elected Officers, the Board meets weekly to coordinate advocacy and carry out various initiatives as directed by the Delegates.

Assembly Committees

Delegates sit on various committees, chaired by elected GA Officers, which guide the internal and external operations of the GA.

Campus Committees

Graduate students serve on 70+ campus committees with other students, faculty, and administrators. Critical campus decision-making takes place in committees, making graduate student representatives a vital avenue for student input and representation.

COMMUNITY

Student Groups

Each year, the GA dedicates one-third of its annual budget to support the funding needs of graduate student groups. The GA funds student groups and student publications, in addition to providing space for events. The GA also offers travel awards for students presenting research at professional and student conferences.

Projects

The GA provides resources, advocacy, and programming for UC Berkeley's diverse graduate population through independent projects, each coordinated by a graduate student. See reverse for more information about the GA's nine projects.

Campus-Wide Events

The GA Projects regularly hold events that invite participation from graduate students from all parts of campus. Popular events include the Graduate Social Club's Bay Cruise, held in the fall this year, and the Empowering Women of Color Conference, hosted in the spring.

ADVOCACY

Advocacy Agenda

Each year, the Delegate Assembly selects an advocacy agenda to guide major advocacy efforts for that year. As a starting point for developing an agenda, the GA conducts a campus-wide student status survey each year. 2015-2016 working groups focused on housing affordability and faculty diversity as major issues for graduate students.

Multi-Level Approach

The GA represents the interests of graduate students on campus and in the community at the city, state, and federal levels.

Multi-Pronged Approach

The GA coordinates advocacy in multiple spaces and through many avenues. Delegates advocate in their departments and in the wider campus community as a part of working groups and committees. Officers meet regularly with high-level campus administrators and UC officials to advocate for graduate student interests. Project Directors advocate on campus and in the community for various stakeholder groups.

EASY WAYS TO GET INVOLVED NOW

1 Subscribe

Stay apprised of GA events and other happenings by joining the GA's mailing list at ga.berkeley.edu and following us on Facebook at facebook.com/BerkeleyGA.

2 Speak Up

Come to our first Delegate Assembly meeting on Thursday, September 8th; make your voice heard during public comment at an Assembly meeting or at a weekly Executive Board meeting; communicate with your department's GA Delegate; or meet new colleagues during an upcoming Project event.

3 Participate

Put your passion to work by joining a GA Project and getting involved in events and advocacy on campus and in the community; get involved with your department's student government or consider becoming a Delegate.

UC BERKELEY CAMPUS MAP



UC BERKELEY CAMPUS MAP KEY

Alumni House, D-5	Greenhouse, A-7	Pacific Film Archive (PFA), C-6/7
Andersen Auditorium (Haas School of Business), C-2	Grinnell Natural Area, C-6	Parking Lots/Structures, A-3, A-4/5, A-6, C-7,
Anthony Hall, C/D-4	Haas Pavilion, D-5	D-3, D-5, D-7, E-4, E/F-3, E/F-5/6
Architects and Engineers (A&E), D-4	Haas School of Business, C-2	Pimentel Hall, B-3
Bancroft Library, C-4	Hargrove Music Library, D-3	Pitzer Auditorium (Latimer Hall), C-2/3
Banway Bldg., D-7	Haste Street Child Development Center, F-5	Police, UC (Sproul Hall), D-4
Barker Hall, A/B-6	Haviland Hall, B-4/5	Recreational Sports Facility, D-5/6
Barrow Lane, D-4	Hazardous Materials Facility, C/D-6	Residence Halls
Barrows Hall, D-4	Hearst Field Annex, D-4	Bowles Hall, C-2
BART Station, C-7	Hearst Greek Theatre, B-2	Clark Kerr Campus, F-1
Bechtel Engineering Center, B-3/4	Hearst Memorial Gymnasium, D-3	Cleary Hall, E/F-4/5
Berkeley Art Museum, C-6/7	Hearst Memorial Mining Bldg., B-3	Foothill Residence Halls, A/B-2/3
Birge Hall, C-3	Hearst Mining Circle, B-3	Ida Louise Jackson Graduate House, E-2/3
Blum Hall, A/B-4	Hearst Museum of Anthropology, D-3	Martinez Commons E/F-4
Boalt Hall, D-2	Heating Plant, Central, C-6	Stern Hall, B-2/3
Botanical Garden, C-1	Hellman Tennis Complex, C-6	Unit 1, E-3
Brain Imaging Center, B-5	Hertz Hall, C/D-3	Unit 2, F-3
C.V. Starr East Asian Library, B-4	Hesse Hall, B-4	Unit 3, E-5
California Hall, C-4	Hewlett-Packard Auditorium (Soda Hall), A-3/4	Residential and Student Services Bldg., E-3
California Memorial Stadium, D-1	Hildebrand Hall, C-3	Sather Gate, D-4
Calvin Laboratory, D-2	Hilgard Hall, B-5	Sather Rd., C-4
Campanile (Sather Tower), C-3	Insectary, A-7	Sather Tower (Campanile), C-3/4
Campbell Hall, B/C-3/4	International House, D-2	Senior Hall, C-3
Career Center, D/E-5	Ishi Court, C-5	Sibley Auditorium (Bechtel Engineering
Chan Shun Auditorium	Jacobs Hall, A-4	Center), B-4
(Valley Life Sciences Bldg.), C-5	Jones Child Study Center, E-6	Silver Space Sciences Laboratory, C-1
Chávez Student Center, D-4	Kleeberger Field House, D-6	Simon Hall, D-2
Cheit Hall, C-2	Koshland Hall, A/B-6	Simpson Center, C/D-1/2
Clark Kerr Campus, F-1	Kroeber Hall, D-3	Soda Hall, A-3/4
Class of 1914 Fountain, D-3	Krutch Theater, F-2	South Hall, C-4
CNMAT, A-5/6	Latimer Hall, B/C-3	Spieker Aquatics Complex, D-5
Cory Hall, A/B-3	Lawrence Berkeley National Laboratory, B-2	Spieker Plaza, D-5
Cyclotron Rd., B-2	Lawrence Hall of Science, C-1	Springer Gateway, C-6
Davis Hall, B-3/4	LeConte Hall, C-3	Sproul Hall, D-4
Doe Memorial Library, C-4	Levine-Fricke Field, C-1	Sproul Plaza, D-4
Donner Lab, B-3	Lewis Hall, C-2/3	Stadium Rim Way, C-1/2
Durant Hall, C-4	Life Sciences Addition, C-5	Stanley Hall, B-3
Durham Studio Theatre (Dwinelle Hall), C-5	Lower Sproul Plaza, D-4/5	Stephens Hall, C-3/4
Dwinelle Annex, C/D-5	Martin Luther King Jr. Student Union, D/E-4	Strawberry Canyon Recreation Area, C-1
Dwinelle Hall, C-4/5	Mathematical Sciences Research Institute, C-1	Sutardja Dai Hall, A/B-3/4
East Gate, B-3	Maxwell Family Field, C-2	Tan Hall, B/C-3
Edwards Stadium, D-6	McCone Hall, B-4	Tang Center, E/E-6
Energy Biosciences Building A/B-6/7	McEnerney Hall, A-5/6	Tolman Hall, A/B-5
Eshleman Hall, D-4/5	McLaughlin Hall, B-4	UC Berkeley Extension, B-7
Etcheverry Hall, A-4	Memorial Glade and Pool, B-4	Underhill Playing Field, E-3
Evans Diamond, D-6	Minor Hall, C-2/3	University Dr., B-5
Evans Hall, B-3	Minor Hall Addition, C-3	University Hall, B-6
Eye Center (Minor Hall Addition), C/D-3	Moffitt Undergraduate Library, B/C-4	University Health Services, D/E-6
Eye Center (Tang Center), D/E-6	Morgan Hall, B-5/6	University House, A/B-5
Faculty Club, C-3	Morrison Hall, C/D-3	University of California Press (UC Press), B-7
Faculty Glade, C-3	Moses Hall, C-4	Valley Life Sciences Bldg., C-5
Founders' Rock, A/B-3	Mulford Hall, B-6	Visitor Center (Sproul Hall), D/E-4
Fox Cottage, E-3	Natural Resources Laboratory, A-6	Warren Hall, A-6/7
Frank Schlessinger Way, C-6	North Field, D-3	Wellman Hall, B-5
Gayley Rd., B/C-2	North Gate, A/B-4	West Circle, B/C-5/6
Genetics and Plant Biology Bldg., B-6	North Gate Hall, A-4	West Gate, B/C-6
Giannini Hall, B-5	Northwest Animal Facility, A/B-6	Wheeler Hall, C-4
Giauque Hall, C-3	O'Brien Hall, B-4	Wickson Natural Area, B-5
Gilman Hall, C-3	Observatory Hill, B-4	Witter Field, C-1
Girton Hall, C-2	Old Art Gallery, C/D-4	Women's Faculty Club, C-3
Golden Bear Recreation Center, F-2	Optometry Clinic (Eye Center,	Woo Hon Fai Hall, D/E-3
Goldman Field, D-6	Minor Hall Addition), C-3	Wurster Hall, D-2/3
Goldman Plaza D-1/2	Optometry Clinic (Eye Center, Tang Center), D/E-6	Zellerbach Hall, D-5
Goldman School of Public Policy, A-3	Oxford Research Unit, A-6/7	Zellerbach Playhouse, D-5