August 2020 Combined Degree Matrics
Non-US

Deadline
The BGS Office must receive all paperwork no later than July 3, 2020. Your
first stipend check will be issued **Monday, August 31, 2020**.

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 are provided in FAQ's
(https://secureshare.apps.upenn.edu/secureShare/jsp/fast2.do)
    Sending Documents to: **First Name**: Tiffany **Last Name**: Brooks **Pennid**: 75692911

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 Passport, Visa AND Social Security Card (if you have a social
    security number).
— 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 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.

***Non-US students: If you do not have a social security card, please leave that area blank on the forms. Do not hold up sending in your forms for not having 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 2021, when you file your 2020 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.