



April 1, 2021

Dear Incoming June matric:

This letter is your official confirmation of early matriculation. Please note that by matriculating on June 2, 2021 you have agreed to the following conditions:

**Agreed to perform an 11-weeks lab rotation, starting June 2nd.  
Agreed not to take more than 1 week of vacation time during this  
11 week period.**

In order to facilitate our planning, our office needs a signed and completed copy of this letter to accompany your payroll documents which are due to the Finance office through secure share **on or before May 7<sup>th</sup>**. Please include the name of your summer laboratory rotation mentor and mentor department. You cannot matriculate in June without a summer rotation mentor.

BGS will pay for your Summer Health Insurance, should you need health insurance. You can sign up on-line <http://www.vpul.upenn.edu/shs/>. Please make sure to submit your health insurance forms to Student Health Services in a timely fashion. For additional information regarding these forms or details regarding the plans, please contact Student Health Services directly. Please note that you will need to sign up *again* for Academic Year 2022 health insurance in Fall 2021.

You will need to submit payroll documentation and complete all onboarding tasks assigned to you in your Workday inbox by [logging into Workday](#). Please have all Workday tasks completed by the matriculation start date. Please see the payroll checklist for acceptable forms of identification and instructions on how to submit your documents via Secure Share. The required payroll related forms and information are posted on the BGS website at <https://www.med.upenn.edu/bgs/financial-information-2021.html>. Please return forms via secure share **on or before May 7<sup>th</sup>**. If you fail to meet this deadline, your June stipend will be delayed.

Your stipend will be disbursed in monthly installments at a rate of \$2,833.33 per month and will be paid on the last business day of every month. The stipend amount will increase to \$2,916.66.33/month beginning with your September 30<sup>th</sup> paycheck. The University encourages all students to sign up for direct deposit. Arrangements for direct deposit of your stipend check can be completed through [Workday@Penn](#). Instructions can be found under *Workday Onboarding tasks* on the BGS website

If all documents are received to Payroll Manager, Tiffany Brooks by the May 7<sup>th</sup> deadline, **your first stipend check will be issued on June 30, 2021**. Your June check will be pro-rated for your 6/2/2021 startdate. Arrangements for direct deposit of your stipend check can be made through Workday instructions are found in the payroll checklist.

[Penn's Secure Share System](#): this system allows you to send all documents through an encrypted message directly to Tiffany Brooks. Detailed secure share instructions can be found under Frequently Asked Questions.

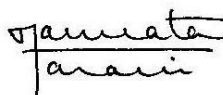
Please be advised that your stipend and fees are subject to federal income tax. The University does not withhold taxes from your stipend check; therefore, beginning with the 2021 tax year, it will be necessary for you to file estimated taxes on a quarterly basis. General information regarding taxes will be distributed at Orientation.

If for some reason you decide not to start your laboratory rotation on June 2, 2021 please contact your graduate group coordinator immediately with information on your changed plans.

Reminder: BGS does not have any summer registration. As you will not be registered as a full-time student in the Student Registration System until August, BGS cannot sign any loan deferment forms for the summer of 2021. Hence if you have any loans that need to be deferred, you will need to make other arrangements for the summer

**If you have any questions relating to the payroll documents, please contact Tiffany Brooks [brookst@upenn.edu](mailto:brookst@upenn.edu).**

Sincerely,



Namrata Narain  
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3620 Hamilton Walk  
Phila, PA 19143-6110  
Fax (215) 573-9687

<https://www.med.upenn.edu/bgs/financial-information-2021.html>.

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|----------------------|--------------------------|
| _____                | _____                    |
| Student Name Printed | Student's Graduate Group |
| _____                | _____                    |
| Mentor Name          | Mentor Department        |
| _____                | _____                    |
| Student Signature    | Date                     |