

Graduate Funding Checklist



Step 1. Get Paid

[Enroll in direct deposit](#) so your refund/stipends and salary payments are disbursed timely.

[Enroll in classes full time](#). Funding cannot be disbursed if you aren't enrolled.

[Check the calendar](#) for enrollment deadlines.

Step 2. Check Your Financial Details

[Review your account details](#) "My Finances" tab > Bill & Payment System > View & Pay My Bill>"Account Activity"

Review [billing dates and deadlines](#).

Estimate your [graduate charges](#).

[Review your funding details](#) "My Finances" tab > Visit Finances Home Page > Graduate Financial Support and **identify the type of funding you're receiving.**

Step 3. Pay Your Bill

Check your account ahead of each [monthly due date](#) to ensure your financial are in order.

Enroll in a [payroll deduction plan](#) if you have an assistantship.

[Make a payment](#) on your account.

Applied for loans through your Stanford Financial Aid Office? Check the status.

Have a third-party sponsor? Sign up for [third-party contract invoicing](#).

Step 4. Get Prepared for Taxes

Assistantships: Review tax withholdings on your [bimonthly pay statements](#). File [W-2 tax form](#) with tax return.

Fellowships for US citizens: Pay estimated taxes if necessary. File [form 1098-T tuition statement](#) with taxes

Fellowships for international students: [14% charge posted quarterly](#). Check for balance due.
File [form 1042-S fellowship form](#) with taxes.

Step 5. Use Your Resources

Refer to the [5 Simple Ways to Manage Your Graduate Funding](#) course as needed.

Review the [FAQs for Grad Students with Funding](#).

Reach out! Contact your department first for funding questions. Contact the [Student Services Center](#) for help making sense of your account.