



AUGUST 2024 INCOMING LETTER

June 1, 2024

Dear Incoming Student:

I am writing with information regarding your fellowship stipend and health insurance for your August 2024 matriculation. Please review the information thoroughly, sign on Page 2, and return per the instructions.

**Stipend:**

For BGS to process your stipend, you need to submit payroll documentation to BGS and complete all onboarding tasks subsequently assigned to you in Workday, Penn's payroll system. Payroll forms and information are posted on the BGS website at <https://www.med.upenn.edu/bgs/financial-information-2024.html>. Please see the Payroll Checklist for acceptable forms of identification and instructions on how to submit your documents via Penn's Secure Share.

Please send the completed payroll documents, including copies of required IDs, via Penn's Secure Share **on or before July 5, 2024**. This is the date by which all materials must be received by our office. If you fail to meet this deadline, your August stipend may be delayed.

Please complete all Workday tasks assigned to you upon receipt.

If you do not have the necessary documents necessary in your possession, please obtain them now. If, for example, your U.S. Social Security card is lost and needs to be issued, it will take 10 to 15 working days for the new card to be processed after filing the request with the U.S. Social Security Administration.

Your stipend will be paid monthly at the annual stipend rate in effect at that time. You will receive your stipend on the *last business day of every month*. An electronic record of your pay will be available through Workday. The gross pay per month is noted below:

- \$3,333.33 for August 2024 forward (\$40,000 annual)
- \$3,458.33 for September 2024 forward (\$41,500 annual)

The University requests that students sign up for **direct deposit** of their stipend checks. Directly depositing into your bank account ensures speedier access to your monthly stipend. Instructions for setting up direct deposit will be sent as part of the system-generated Workday tasks assigned to you.

As part of the hiring process, you are required to schedule an **in-person appointment at Penn's Onboard Center**, located in the Penn Bookstore. During this appointment you will complete Part 2 of the I-9 process per the instructions you will receive as part of the system-generated Workday tasks assigned to you. You will need to bring your original documents to this appointment.

Note: Students who are foreign nationals will have additional information to provide. Please review the instructions carefully for these requirements.

**Student Health Insurance:**

In addition to your stipend, your fellowship covers your tuition, general/clinical fees and *single* coverage health insurance. Please sign up online via this link: <http://www.vpul.upenn.edu/shs/>. Please make sure



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that you complete your health insurance forms promptly. For additional information regarding the health insurance plans, please contact Student Health Services directly or visit their website.

If you are waiving Penn's student health insurance, please register accordingly and notify Sherita Blair [blairsh@pennmedicine.upenn.edu](mailto:blairsh@pennmedicine.upenn.edu) that you have submitted a health insurance waiver.

Each month the Student Financial Services Office (SFS) will issue you a bill via Pennant. Please review the bill for personal charges such as meal plans, health insurance additional charges, library fines, etc. You are responsible for clearing all personal charges in a timely fashion to avoid generating late fees.

If you have any questions regarding the financial information above, please contact me via email at [reichc@pennmedicine.upenn.edu](mailto:reichc@pennmedicine.upenn.edu).

On behalf of the BGS Finance Office we look forward to welcoming you in August!

Sincerely,

Carol M. Reich  
Associate Director  
Biomedical Graduate Studies  
Perelman School of Medicine

My signature below confirms I have reviewed and accepted the requirements above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed/printed)

\_\_\_\_\_  
Graduate Group

\_\_\_\_\_  
Date

Degree Program:  PhD  MD/PhD  VMD/PhD

\_\_\_\_\_  
PennID #