New submitters: Start here! The other student info fields will populate after you enter the CWID.

Select Yes here if the student will be working as an RA with stipend paid from a 4xxxxx index. In these cases, 4 research tuition credits will be covered by OGS on index 240020. This can be changed manually according to the situation. All graduate students are eligible to work at 1.0 FTE during summer terms.

Enter the department index that will cover the student’s stipend, fees, insurance (if needed), and any additional tuition above the 4 research credits being covered by OGS in the Summer Fellowship. Type a value in this column to indicate the amount.

* The AMT/Pay Period will only auto-populate if you select that all the semi-monthly stipend amounts stay the same. If you select no there, you can fill this in yourself. This is helpful if you have a student’s contract ending mid semester. Example: If tuition for credits above 4 is being covered by the department, enter the amount here (refer to Bursar tuition table https://www.mines.edu/bursar/tuition). If student is continuing from Fall/Spring, no insurance premium is due, so leave blank or select No. If student is a new student admit, select Yes (unless student is waiving insurance). Use department index.

If the student is eligible for the Summer Research Tuition Fellowship, the amount stated here will reflect that 4 credits tuition (resident or non-resident as applicable) have been charged to OGS index 240020.