Biomedical Graduate Studies

Deadline:
The BGS Finance Office must receive all paperwork no later than Friday, May 10, 2024.
- To receive a stipend in June, you must physically be in the U.S. as of June 1, 2024, as documented by your I-94.
- If documents are complete, received on time, and you have completed all the hiring tasks including your in-person I-9 Part 2 at Penn's Onboard Center, you can expect your first stipend check on Friday, June 28, 2024.
- If all documents and paperwork are not complete and received via Secure Share by May 10, 2024, and/or you have not completed your hiring tasks by June 14, 2024, your first month's stipend may be delayed. The June 2024 stipend will then be 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 handwriting your stipend payment maybe delayed.
2. Review for accuracy.
3. Save completed forms.
4. Sign and date where noted.
5. Once you have your PennKey (see below), send all documents through Penn's Secure Share. System instructions are provided in the FAQs:
   (https://secureshare.apps.upenn.edu/secureShare/jsp/fast2.do)
   Send documents to: **First Name**: *Carol* **Last Name**: *Reich* **PennID**: *52582065*
6. Please submit all forms as **one PDF FILE ONLY.** Do not submit any JPEG or TIF files.

Checklist for Secure Share Submittal: **Please submit one PDF file with all required documents.**
1. Signed Incoming Student Letter (return both pages with signature on Page 2)
2. Payroll Information Sheet
3. Passport, Visa, I-20
4. U.S. Social Security Card (see below if you do not have an SSN)
5. Current I-94 (if not in the U.S. before May 10, 2024, this should be sent as soon as you arrive in the U.S.)

PennKey:
Your PennKey will be your username for many Penn systems. Please request a setup code for a PennKey via the link below. Having a PennKey is critical for completing the requested information and sending your payroll documents securely to the BGS Payroll team.
[Help for Students | PennKey Support (upenn.edu)](upenn.edu)

If you do not have a U.S. Social Security Number (SSN):
Please leave that area blank on the form. Complete and send in all forms even if you do not have an SSN. The University will assign a temporary number which will be used to pay your monthly stipend. BGS Finance will assist you in obtaining an SSN once you arrive at Penn.

If you are not able to submit one full PDF:
Clearly label each upload in the format (lastname.firstname_label), with "label" being "Photo ID," "SSN card," "Signed Letter," or other document name.

Direct Deposit Online Enrollment:
Please note this step is completed as part of the hiring tasks you will receive from Workday, Penn's payroll system. This step requires a U.S. bank account.

Hiring Questions:
Please contact Carol Reich, BGS Associate Director (reichc@pennmedicine.upenn.edu).