

# Department of Chemistry

## Filing Fee Application and Payment Instructions

**Directions:** Complete Filing Fee Application, leaving "Head Graduate Advisor" signature line blank. Research Advisor /assistant to complete Filing Fee Payment information below. Submit both forms to Lynn Keithlin, SAO in 419D Latimer Hall.

**Remember:** You may not be register or enrolled in courses while on Filing Fee and you must apply for Filing Fee status by the end of the first week of classes of the semester in which you intend to file. **Remember also:** You may not be appointed as a GSI or a GSR while on Filing Fee; however, you may be employed as a Jr. Specialist. For questions please see Lynn Keithlin.

**International Students:** Filing Fee status can satisfy your registration requirement only if you have obtained the signature of the BIO student advisor. (BIO, International House, 2299 Piedmont Avenue, Berkeley. (642-2818.))

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### Fall 2009-Spring 2010 Filing Fee Payment Information

Name of Research Advisor: \_\_\_\_\_

Name of Student: \_\_\_\_\_ SID#: \_\_\_\_\_

Semester on filing fee: \_\_\_\_\_

*To be completed by your Research Advisor/Assistant; check all that apply.*

Charge filing fee of **\$225** to the following chart string, to be processed using the Departmental Student Award System (DSAS.) Note: Chart string for discretionary funds must be validated for a 78 Program Code by your fund manager before submitting for processing.

Fund	-	Org	-	Program	-	Flex
				7	8	

Charge the following chart string to pay for health insurance from an outside agency. The student will receive a stipend via DSAS and forward these funds to the insurance agency for coverage. Note: Chart string for discretionary funds must be validated for a 78 Program Code by your fund manager before submitting for processing.

Fund	-	Org	-	Program	-	Flex
				7	8	

Interdepartmental Order (IOC) prepared to pay GSHIP of **\$1,760** [http://chemistry.berkeley.edu/forms\\_docs\\_procds/index.html](http://chemistry.berkeley.edu/forms_docs_procds/index.html). The student will forward the IOC to the Tang Center, 642-5700 for health insurance coverage. Note: Program code may be 44.

Fund Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_