

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. Also, you may not be appointed as a GSI or a GSR while on Filing Fee. You may, however, 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.))

Fall ____ Spring ____ 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 **\$243** 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 as a DSAS stipend transaction to the student in the amount of \$2420.59 for reimbursement of their UC Berkeley Voluntary Graduate Student Health Plan (<http://bit.ly/aetnaberkeley>). 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						

Fund Manager Signature: _____ Date: _____