

DOCTORAL COMPLETION FELLOWSHIP (DCF) ACCEPTANCE FORM

The DCF is available only to students in certain academic departments/program—contact your department/program to confirm eligibility. To accept the fellowship, please complete and return this form to the Graduate Fellowships Office, gradfell@berkeley.edu, by the **beginning of the semester** in which you wish to receive DCF funding.

Name: _____

SID: _____

Major: _____

Advancement Date: _____

Award Details & Disbursement Schedule: The tuition and fee portion of the fellowship will be applied directly to your student account; Nonresident Supplemental Tuition (NRST) is not included. Stipends are scheduled to disburse at the beginning of the semester, but only after you have enrolled in units. If you have not already signed up for Direct Deposit of fellowship stipends (which must be established separately from that for salary from academic appointments, GSI/GSR/etc.), please do so at <https://eftstudent.berkeley.edu/>. For those not enrolled in Direct Deposit, checks will be held for pick-up at Cal Student Central, 120 Sproul Hall.

Taxes and Withholding: Some fellowship income is subject to federal and state income tax; information and rules can be found in IRS Publication 970. The university does not withhold federal tax from fellowships awarded to U.S. citizens and permanent residents; some international students are subject to 14% withholding, see <https://controller.berkeley.edu/payroll/glacier-tax-compliance-system>. The ASUC Student Legal Clinic (Eshleman Hall, Level 3, Room 312F, asuclegalclinic@gmail.com) provides tax assistance to students each Spring.

Fellowship requirements

In order to accept the DCF, you must have:

1. Applied for at least one external fellowship. (International students are exempt from this requirement; see <http://grad.berkeley.edu/policy/degrees-policy/#f31-doctoral-completion-fellowship-dcf> for details.)
2. Submitted a Free Application for Federal Student Aid (FAFSA), if a U.S. citizen or permanent resident.
3. Completed an annual Doctoral Candidacy Review in CalCentral for the most recent academic year (except for those who advanced to candidacy less than one semester prior to the fellowship semester).

Fellowship terms

In accepting the DCF, you must agree to abide by the following terms:

1. To register as a Berkeley doctoral student, devote full time to dissertation work, and remain in good academic standing (with a minimum GPA of 3.0).
2. To accept no employment other than a GSI, AI-GS, GSR, Reader, or Tutor appointment of **25% time or less** during **one semester** of your DCF funding.
3. To adhere to the Graduate Division's stipend cap, which limits fellowship recipients to **\$36,000 in stipend funding during the 12-month year** (Fall, Spring, and following summer), and to the prohibition on holding concurrently two full Graduate Division fellowships. Not all funding counts toward the stipend cap, so consult with your department or the Fellowships office for details.
4. To inform the Fellowships Office of any changes that may affect this award (such as withdrawal or change of degree program) and to return to the university any DCF funding received in violation of these terms or other overpayment that may occur.
5. To **forego most Graduate Division/university funding after the term specified below, one academic year beyond your degree program's total "Normative Time to Degree" (NT+1)**. (This funding cutoff does not apply to departmental fellowship support or GSI, GSR, and other academic appointments.)

I hereby accept the DCF award and terms indicated above. I would like to receive the DCF in:

Indicate semester(s) and year(s): Fall _____ (year) Spring _____ (year)

DCF expiration/NT+1 semester: Semester _____ (Fall/Spring) Year _____

Signature: _____ Date: _____

Email: _____

I certify that the above-named student has completed all necessary requirements for receiving the DCF in the semester(s) specified.

Head Graduate Adviser's Signature: _____ Date: _____

Email: _____