

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, the student must complete this form and submit it to their department for approval. The department will then approve and upload this form for the Graduate Fellowships Office here: <https://forms.gle/BRUjfRkak64VmPab9> by the **first day of instruction of the semester** in which you wish to receive DCF funding.

Name: _____

SID: _____

Major: _____

Advancement Date: _____

Proposed dissertation title or topic description: _____

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 (EFT) 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, or mailed to your "Local Address" in CalCentral.

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, legalclinic@asuc.org) provides tax assistance to students each spring.

Fellowship requirements

In order to accept the DCF, you must have:

1. Advanced to candidacy, no later than in the previous semester
2. Be in good academic standing with a minimum GPA of 3.0
3. Completed a satisfactory Doctoral Candidacy Review in CalCentral for the most recently completed academic year (except for those who advanced to candidacy less than one semester prior to the fellowship semester).
4. Participated in PhD completion activities or in other requirements, as directed by their program
5. 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.)

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 not accept employment of more than 25% time (on average) across the two semesters of DCF funding (e.g., 50% during one of the two semesters or 25% during both). GSR Trainees and Fellows, when on tenure, are excluded from this term.
3. The Graduate Division has no policy on combining this fellowship with external fellowships; students must consult the terms of their fellowships and granting agencies for further guidance.
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.

For a complete description of DCF policies, please visit the Guide to Graduate Policy, section F3.1, <https://grad.berkeley.edu/policy/degrees-policy/#f31-doctoral-completion-fellowship-dcf>.

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 term (NTD + 1 year): 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: _____