

# Request to Pay Professional and Dual Degree Graduate Students Form

**NOTE: The attached form and these instructions have changed.**

Please read this information carefully before filling out the attached form. Once complete, submit your form to the Graduate Financial Aid office. If you have questions, feel free to contact us.

1. Use this form to request payment to **current UC Davis professional (e.g. MPVM, GSM, MED, LAW) or dual degree graduate students** with departmental funds. A current UC Davis student is one who is enrolled or will enroll in an upcoming term at UC Davis.
2. Do NOT use this form to request payment to **academic graduate students**. Those requests must be completed on Office of Graduate Studies' Form GS503 available at [gradstudies.ucdavis.edu/forms/](http://gradstudies.ucdavis.edu/forms/).
3. Payments to **non-UC Davis students** may only be paid through Kuali Financial System (KFS) and should NOT be requested on this form.
4. Departments are responsible for confirming student eligibility for the award. Recipients must be **citizens, permanent residents or eligible non-citizens** to receive University aid of any type; proof may be required if eligibility has not been verified by a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application.
5. If the recipient of an award is receiving financial aid, other aid may need to be adjusted/reduced to post this award, which could result in a bill to the student. When disbursed aid is reduced, funds are pulled back and a bill is generated by Student Accounting. The requesting department should notify the student of this possibility.
6. **This form should not be used for reimbursements.** Payment for charges or expenses previously incurred by the student must be processed through KFS. Select stipend to cover expenses directly required for the student's course or research, or for items that will be retained by the student.

For information regarding accounting items, please visit [afs.ucdavis.edu/our\\_services/accounting-e-financial-reporting/process-guides/account/index.html](http://afs.ucdavis.edu/our_services/accounting-e-financial-reporting/process-guides/account/index.html).

## Request to Pay Professional and Dual Degree Graduate Students Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
Request Date\*: \_\_\_\_\_

### STUDENT RECIPIENT AND DISBURSEMENT INFORMATION

<b>DaFIS Account No</b> (e.g. 3-7986035):		<b>OP Fund No</b> (e.g. 3-798603-20095):			
Please note the account must be <b>fully approved</b> , the Higher Ed Function Code of the account must be <b>FINA</b> , and the first 2 digits of the UC OP Account must be <b>79</b> .					
<b>Award Name:</b>					
<b>Award Type:</b> <input type="checkbox"/> Scholarship <input type="checkbox"/> Fellowship <input type="checkbox"/> Grant <input type="checkbox"/> Traineeship <input type="checkbox"/> Stipend					
<b>Description of Award or Criteria for Student Selection:</b>					
<b>Department Comments or Special Instructions:</b>					
Name (Last, First)	Student ID#	Term/Year (Separate line for each term)	Award Amount <sup>1,2</sup> (Dollar amount for each term per student)	Payment Type (select one)	Payment Date* (DD/MM/YY)

\* Please allow two weeks from the Request Date to Payment Date to provide us necessary processing time.  
1 Award amounts may be decreased or used fully to cover any outstanding balances on the recipient's student account.  
2 For students receiving other forms of financial aid, this amount could replace loans, followed by work-study, and if necessary, grants.