

# Carnegie Mellon University

## Enrollment Services

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### New Graduate Student Timeline

New graduate students who are starting programs at Carnegie Mellon in August are encouraged to use this timeline as a planning tool to prepare for upcoming financial due dates and enrollment process deadlines.

#### Important Notes:

- **Financial aid application deadline.** The preferred financial aid application deadline for U.S. federal loans is April 15 for eligible graduate students, but may continue throughout the academic year. View [application instructions](http://www.cmu.edu/finaid/graduate/applying.html) <www.cmu.edu/finaid/graduate/applying.html>.
- **Student account invoices.** Invoices are generated on the last day of each month. Students are notified via their Andrew email accounts when a new invoice is ready to be viewed on [Student Information Online \(SIO\)](http://www.cmu.edu/hub/sio) <www.cmu.edu/hub/sio>. Carnegie Mellon does not mail paper invoices.
- **Payment due dates.** The payment due date for each monthly invoice is always the 15<sup>th</sup> of the next calendar month.

#### May

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- **Department communication.** Communication between departments and students regarding next steps take place. Departments will have indicated in writing exactly the type and amount of financial support that will be offered/provided (if any) including stipends, scholarships, fellowships, and/or tuition and fees payment.
- **Andrew User ID.** Students can retrieve their Andrew User ID by visiting the CMU [directory webpage](http://directory.andrew.cmu.edu) <http://directory.andrew.cmu.edu>. (If students are unable to locate their Andrew User ID, they may contact Computing Services at 412-268-2638).
- **Student ID Number.** Contact your department regarding obtaining your Student ID Number. If you cannot contact your department and your ID Number is NOT your Social Security Number (SSN), complete the [Student ID Number Request](http://www.cmu.edu/hub/registration/docs/id-request.pdf) <www.cmu.edu/hub/registration/docs/id-request.pdf> form and submit it to The HUB.

#### June

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- **First student account invoice.** The first student account invoices, which include tuition and mandatory fees, are produced June 30. Students are notified via their Andrew email address when their invoice is ready for viewing on SIO.
  - *Departmentally sponsored students:* View [more information](http://www.cmu.edu/hub/billing/departamental.html) <www.cmu.edu/hub/billing/departamental.html> regarding invoices.
  - *Externally sponsored students:* View [more information](http://www.cmu.edu/hub/billing/sponsor) <www.cmu.edu/hub/billing/sponsor> regarding invoices.
- **Online banking enrollment.** Students are encouraged to [enroll in online banking](http://www.cmu.edu/hub/billing/bank-account.html) <www.cmu.edu/hub/billing/bank-account.html> via Student Information Online (SIO) in order to expedite payments and refunds. (Note: Fall refunding begins in September for sponsored students.)
- **Monthly payment plan.** Students may enroll in the [monthly payment plan](http://www.cmu.edu/hub/billing/payment/tms.html) <www.cmu.edu/hub/billing/payment/tms.html>, administered by Tuition Management Systems, for the fall and spring semester. The payment plan allows students to pay for any fees and charges due to the university in monthly installments. These plans can be used to cover all costs or can be limited to health insurance only.

#### July

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- **ID Card photo submission.** The deadline for [online submission](http://www.cmu.edu/idplus/idcards/idphotos.html) <www.cmu.edu/idplus/idcards/idphotos.html> of ID Card photos is July 8. Early submission of the photo eliminates the need to wait in line after arrival on campus.
- **Last invoice before fall semester.** The last invoice before the start of the fall semester is available July 31. Health insurance cost will be reflected on the July 31 invoice. (The due date for this invoice is August 15.)

#### August

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- **Student account invoice due.** The fall student account invoice balance is due August 15. Please note that [departmentally](http://www.cmu.edu/hub/billing/departamental.html) <www.cmu.edu/hub/billing/departamental.html> or [externally](http://www.cmu.edu/hub/billing/sponsor) <www.cmu.edu/hub/billing/sponsor> sponsored students are responsible for paying fees not covered by their sponsorship by this due date.
- **Externally sponsored students.** [Sponsor Billing Authorization](http://www.cmu.edu/hub/billing/docs/sponsor_authorize.pdf) <www.cmu.edu/hub/billing/docs/sponsor\_authorize.pdf> forms (outside sponsors) are due August 15. Accounts are updated at the end of August.
- **Sponsor credits to student account.** Externally and departmentally sponsored students will not see credits to their account until late September OR until payment is received from the sponsor.

- **Loan disbursement.** Timely-processed federal and private loans credit to student accounts one week prior to the start of classes (view [Academic Calendar](http://www.cmu.edu/hub/calendar.html) <[www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html)>). Refer to [financial aid application instructions](http://www.cmu.edu/finaid/graduate/applying.html) <[www.cmu.edu/finaid/graduate/applying.html](http://www.cmu.edu/finaid/graduate/applying.html)> to ensure all steps have been completed in order for loan disbursement to occur.
- **Prior loan deferment.** If you have questions regarding deferment of prior federal loans, please contact your loan servicer. Additional information may be found by visiting the National Student Loan Data System website at [www.nslds.ed.gov](http://www.nslds.ed.gov).
- **ID Card pick-up.** New graduate students will receive their ID Cards from their departments. If students do not receive their ID Card from their department, it may be picked up at The HUB on or after August 1. Photos can be [submitted online](#) <[www.cmu.edu/idplus/idcards/idphotos.html](http://www.cmu.edu/idplus/idcards/idphotos.html)>.
- **Refunds released.** Refunds are released for credit balances beginning the first day of classes (view [Academic Calendar](http://www.cmu.edu/hub/calendar.html) <[www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html)>).
- **Interest accrues.** Any outstanding balance not paid by the August 15 due date is subject to accruing interest.
- **Stipends.** Students may inquire with Payroll Services regarding stipends.
- **ORCID ID.** Students participating in research should create and/or link an ORCID ID at CMU. Refer to [CMU Libraries website](http://www.library.cmu.edu/datapub/id/orcidinitiative) <[www.library.cmu.edu/datapub/id/orcidinitiative](http://www.library.cmu.edu/datapub/id/orcidinitiative)> for instructions.

## September

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- **Refunds released.** Sponsored and payroll deduction students with federal loans will receive fall semester refunds after the add/drop deadline (view [Academic Calendar](http://www.cmu.edu/hub/calendar.html) <[www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html)>), when a review is completed by the Student Accounts Office. Students are notified via their Andrew email account when their refund is available. Those not enrolled in electronic refunding may pick up their refund in the form of a paper check at The HUB.
- **Externally sponsored student invoices.** Outside sponsor invoices are created and mailed after the add/drop deadline (view [Academic Calendar](http://www.cmu.edu/hub/calendar.html) <[www.cmu.edu/hub/calendar.html](http://www.cmu.edu/hub/calendar.html)>). Sponsors should receive invoices by October 15.
- **Interest accrues.** Any outstanding balance not paid by the August 15 due date is subject to accruing interest.

## October

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- **Externally sponsored students.** Outside sponsored students should notify The HUB if their sponsor has not received an invoice by October 15.
- **Interest accrues.** Any outstanding balance not paid by the August 15 due date is subject to accruing interest.

*If you have questions about any of the above dates/deadlines, please contact The HUB at [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu) or 412-268-8186.*