

Graduate Student Transition (GST) Loan Request

The Graduate Student Transition Loan is a no-interest four-month loan available to first semester Carnegie Mellon graduate students. The loan is made available to assist with transition cost and may not exceed 75% of the student's monthly gross salary/stipend (exclusive of tuition). The loan must be requested prior to September 15 of the academic year and will be repaid through payroll deductions in the months of September, October, November and December. This form should be completed and submitted to the student's department.

1. Contact Information

Prepared By: _____ Date: _____
 Organization: _____ Phone: _____

2. Student Information

Student Name: _____ Andrew ID: _____
 Local Address: _____
Street Address City State Zip
 E-Mail: _____ Phone #: _____

3. Terms of Agreement & Student Signature

I am applying for a Graduate Student Transition Loan in the amount of: \$ _____ (a)

This amount is not greater than 75% of my monthly gross salary/stipend of: \$ _____ (b)

I understand that the loan amount will be paid to me on approval of this application. I further understand that the loan amount plus a \$25 processing fee will be deducted from my monthly pay in equal installments beginning with my first pay. Deductions will be made in four installments starting with my September pay.

I will be responsible for making these payments to my student account should they not be deducted from my salary/stipend or if my employment appointment is terminated prior to December 31 of this year.

Student Signature: _____ Date: _____

4. Organization's Payroll Administrator Approval

I confirm that the above named student's gross salary/stipend is: \$ _____ (a)

I have filed/will file the student's HREM transactions and I-9 Form

Payroll Administrator Signature: _____ Date: _____

5. Accounting Information

Amount (from 3a)	Object	Funding	Function	Activity	Org.	Entity
\$	40125	000000	000	000	000001	01

Student Accounts Office Authorization

Print Name: _____

Signature: _____ Date: _____

Loan (CH40) (from 3a)	_____
Fee (AR30)	\$25
TOTAL DEDUCTION = (Loan + Fee)	_____