

MCGILL FELLOWSHIP & AWARDS: DIRECT DEPOSIT & PERSONAL DATA

Direct Deposit Instructions:

Payment mechanism for McGill funded fellowship and awards: Should you be awarded a McGill funded graduate fellowship or award by your Faculty or Department, you will have to enter your bank account information in the *"Bank account used for student-initiated payments"*. This form is found in the Direct Deposit Bank Account menu in Minerva. You may have entered your bank account information for payroll-initiated payments to receive your pay cheques, employee tuition reimbursements, etc., however, this is not linked to fellowships and awards payments. If your bank information for payroll-initiated payments is the same as for student-initiated payments then simply press *"Copy to student bank information"* button and **submit** your change.

To enter banking information [log in](#) with either your [McGill Username and password](#) or [McGill ID and Minerva PIN](#), go to the **Student** tab and follow the path below:

Student Accounts Menu > Direct Deposit Bank Account

Or

Financial Aid & Awards Menu > Financial Aid Menu > Direct Deposit Bank Account

Please contact Student Accounts at (514) 398-3900 if you are unable to enter the banking information used for student-initiated payments account.

Important Notes

- Your fellowship or award may be delayed if **any** of the following circumstances apply to you:
 - 1- You have not registered for the term in which you are to receive payment
 - 2- You have not set up Direct Deposit bank account information for Student-Initiated payments on Minerva. (see instructions above)
 - 3- There are Holds/Warnings on your record

Please verify your record and make sure that if any of the above issues apply to you, they be resolved as soon as possible to avoid delay of payment.

- Disbursement of awards will be made automatically once all criteria are met. The schedule will be viewable on Minerva under the "My Student Aid and Awards".
- Difference between the AR & AP:
Accounts Payable = Payment directed to your bank account (may take a few days for your bank to process)
Account Receivable = Payment directed to your McGill Fee Account
- If you hold a **Canadian Graduate Scholarship** and have questions please contact **GPS @ 514-398-3990 ext. 09135**
- For all other awards, any questions such as which award, how much, registration instructions etc., should be directed to your department.

Personal Data

Prior to payment, you must also ensure your **personal data** is accurate and up to date in Minerva. To update your personal information in Minerva, [log in](#) with either your [McGill Username and password](#) or [McGill ID and Minerva PIN](#), go to the **Personal** tab and follow the instructions for each menu:

- 1) **Addresses and Phones** * Be sure to list your "active" address as the FIRST one on the list (if you have entered your home address first and then put a "temporary" mailing address second but you indicate the mailing address as the "active one", our system will fail your eligibility**
- 2) **Mobile Devices**
- 3) **Email Address**
- 4) **Social Insurance Number**
- 5) **Education Summary**