BROWN UNIVERSITY
Electronic First-Year Supplemental Fellowship Payment Procedure
INTRODUCTION

Brown University in partnership with Bank of America and Zelle are offering electronic first-year supplemental fellowship payments. Electronic payment will allow you to receive your first-year supplemental fellowship quickly and securely from Brown University to your personal U. S. bank account. This process will eliminate the need for you to wait until you are on campus for Brown University to issue you a check or make a direct deposit and will cut down the time it takes for individuals to receive payments. Set up is easy just follow the instructions on the following pages.
Step 1: Receive email from Brown University

Once Brown University initiates a payment through Bank of America an email will be sent to your Brown University email notifying you of a pending payment.

Important Note: To ensure you receive your money from Brown University, make sure you enroll with Zelle using your Brown University email address.

If you already have a Zelle account registered to your Brown University email then all you have to do is log into your Zelle account to view and accept the payment. You must accept the payment within 14 days of receiving the notification email for the money to be transferred to your account.

If you do not have a Zelle account registered to your Brown University email then you will need to click the "Register to accept payment" link located within the email.
Step 2: Register your Brown University email

- The link included in the email will take you to enroll.zellepay.com/receive to check if your financial institution offers Zelle.

- Search for your financial institution from the list and follow the steps to enroll with Zelle directly through them.

- If your financial institution isn’t listed, no problem! You can enroll to receive your payment by selecting "My bank isn’t listed" and following the steps to enroll to receive your version of Zelle used for receiving payments from companies when your financial institution doesn’t offer Zelle.

- You’ll be prompted to verify your email to confirm that you have access to it.

- Once you’ve completed your Zelle enrollment, your payment will be sent to your bank account and your payment should arrive in 1 – 3 business days.

- If you have questions, please contact graduate_school@brown.edu.