

New Appointment Checklist for Graduate Assistantships

Application

Confidentiality Agreement

Council of Graduate Schools Resolution

Direct Deposit Form

Copy of Social Security Card

English Proficiency

Form I-9

Form L-4

Form W-4

Job Description Form

Loyalty Oath

Offer Letter

Personnel Action Form

Qualification Form

Recommendation Letters (2)

Rights and Responsibilities Form

Tuition Exemption Form

Before you send the packet:

1. Is the GA enrolled full-time?

Full-time is 6 hours for the Summer and 9 hours in the Fall and Spring. Packets cannot be processed if the student is not full-time enrolled.

2. Are you sending it on time?

Our office has a two-week internal deadline for processing GA paperwork, so we suggest that packets are submitted as early as possible to avoid delays in payment.

3. Where are you sending it?

Envelopes should be addressed to Dante Bryant, Graduate School, 205 Administration Building.