INSTRUCTIONS FOR COMPLETING THE GA APPT. REQUEST FORM

*Please read all information carefully before submission*

A graduate student must have a completed I-9 form on file before beginning work.

SCHEDULE and RATES Fall ’19 (rates are published on the Bursar website and subject to change at any time)

SPECIAL RATES
Tuition waivers and remission for students in the Applied Information Technology (AIT-MS) and Information Technology (IT-DSc) program will be fully covered by the funding department. The credit hours awarded is based on the student’s assistantship. The student is responsible for the AIT fees.

STUDENT INFORMATION
- TU ID is required
- Email address is required
- The official award letter will be emailed to the email address provided on the GA Appt. Request Form
- A checklist of information is available for international students who need a social security number
  - Employer Letter must be completed on official University letterhead

TIME REPORTING
Be sure to create a work schedule to ensure that the required hours are worked during the term. Graduate Assistants do not complete official timesheets. The supervisor is responsible for monitoring hours worked.

REQUIRED HOURS:

<table>
<thead>
<tr>
<th>Semester</th>
<th>10-hour assistantship</th>
<th>20-hour assistantship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>100 hours</td>
<td>200 hours</td>
</tr>
<tr>
<td>Fall</td>
<td>165 hours</td>
<td>330 hours</td>
</tr>
<tr>
<td>Spring</td>
<td>165 hours</td>
<td>330 hours</td>
</tr>
<tr>
<td>Fall/Spring</td>
<td>330 hours</td>
<td>660 hours</td>
</tr>
</tbody>
</table>

Return completed forms to the Graduate Assistantship Office:

Psychology Building, Room 203 Email: gao@towson.edu Phone: 410-704-4484 Fax: 410-704-5716