

Division of Academic Affairs
Office of Graduate Studies
Administration Building, 3rd Floor

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 (found under **Hiring Department Forms**) (rates also published on the Bursar website)

Required Position Description Form – Complete this first and then attach it to the **GA Appointment Request Form** (Docu-sign form). GAO needs the student’s job description in this format for consistency. The GA Appointment Request Form will not be processed without it.

SPECIAL RATES

Tuition waivers for students in the Applied Information Technology (AIT-MS), Information Technology (IT-DSc) and Accounting & Business Advisory Services program will be fully covered by the funding department. The student is responsible for the fees.

STUDENT INFORMATION

- TU ID is required
- TU Email address is required
- The official award letter will be emailed to the email address provided on the GA Appt. Request Form and the student directly
- A checklist email that includes payroll instructions will be sent to all students who are new to TU payroll
 - International student [Employer Letter](#) must be sent to ISSO 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. A [Sample Time Sheet](#) can also be found under **Hiring Department Forms**.

REQUIRED HOURS:

<u>Semester</u>	<u>10-hour assistantship</u>	<u>20-hour assistantship</u>
Summer	100 hours	200 hours
Fall	165 hours	330 hours
Spring	165 hours	330 hours
Fall/Spring	330 hours	660 hours

Questions? Contact the Graduate Assistantship Office: Administration Building, Room 304
Email: gao@towson.edu Phone: 410-704-4484