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 and subject to change at any time)

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) and Information Technology (IT-DSc) 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, including payroll instructions, will be sent to all students as well as instructions for international students who need a social security number -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:

<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>

Questions? Contact the Graduate Assistantship Office: Psychology Building, Room 203
Email: gao@towson.edu Phone: 410-704-4484 Fax: 410-704-5716