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:**

<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:** Administration Building, Room 304
Email: **gao@towson.edu** Phone: 410-704-4484