

## CHECKLIST REQUIREMENTS for GRADUATE STUDENT EMPLOYEES

### Graduate Assistantship form signed by:

- Student - YOU!!
- Hiring dept - Principal Investigator/ Department Head
- Academic dept - Graduate Program Director (GPD)
- Financial Aid Officer if funded by Federal Work Study

### After signatures, department will submit to Graduate Assistantship Office

**Registration** -You must register, either for credits or by paying the Program Fee, by the end of "Add/Drop" or your assistantship will be **cancelled**.

If you enroll for 1-5 credits and wish to be exempt from FICA/OBRA withholdings:

- Submit a Full/Half time Status Enrollment form approved by Graduate Program Director to Graduate Records Office.

If you pay Program Fee:

- No exemption from FICA/OBRA
- Health coverage is not automatic - even if you have an assistantship appointment. You must go to Health Services for enrollment information.

If you enroll for 1-4 credits:

- Health coverage is not automatic - even if you have an assistantship appointment. You must go to University Health Services (UHS) for enrollment information.

If you are receiving a loan from Financial Aid Services and you expect an excess check you must have:

- Registered for 6 or more credits, or if you are taking less than 6 credits or paid Program Fee you must submit to Graduate Records a letter of at least half time status from your Graduate Program Director.
- Have a bill calculated by the Bursar's Office
- Sign and return loan promissory note.

**Note:** Supplemental Health fee will automatically be deducted from your loan excess check unless you have requested a waiver using the UHS online waiver form or claimed GEO eligibility by contacting the Bursar's Office.

### International students:

- Tax treaty** - Non-resident alien students who claim an exemption from taxes based on a U.S. tax treaty, need to file a new Form 8233 each calendar year
- U.S. Social Security Number** - Information on how to obtain a SS# is available from the Human Resources Information Center. Non-U.S. Citizens should contact the Foreign Student Office for assistance.

### One time unless you need to make changes:

- Union dues -Graduate Employee Organization (GEO) dues deduction form (attached to Assistantship form)

Human Resources - Information Center, 325 Whitmore

- INS Eligibility for Employment in the US form (I-9)
- Personal Data Questionnaire
- Directory Information and Confidentiality form
- Direct deposit

*Anyone claiming student exemption from taxes, is required to re-file for that exemption by filling out new tax forms at the beginning of each calendar year.*

- Federal tax form (W-4)
- Massachusetts state tax form (M-4)