



## International New Hire Research Assistant or Administrative Assistant Checklist

All forms below must be signed and included for a new hire's packet to be processed. Packets missing any of the below forms, signatures, and/or memo's requesting an exception will be returned for missing items which may delay student's stipend and tuition waiver. All renewals of future tuition waivers are subject to GAU guidelines and department needs. If you have questions, please contact the Graduate Assistantship (GA) Office at (618) 453-4555.

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### To be completed and submitted by hiring program/school:

GA Last Name: \_\_\_\_\_ GA First Name: \_\_\_\_\_ GA DAWG #: \_\_\_\_\_

### To be submitted to the GA Office, Student Services Building Room 334, Mail Code 4716:

Checklist

Notice of Graduate Assistant Appointment *(must include "Statement of Purpose for Collection of Social Security Numbers" & "New Health Insurance Marketplace Coverage Options and Your Health Coverage")*

Illinois Acknowledgment of Mandated Reporter Status Form

Personal & Professional Data Form Original

Personal & Professional Data Form **Copy**

SIU Ethics Training for New Employees *(submit signature page only)*

Student's class registration for the semester

The attached class registration is a minimum of **eight (8) graduate-level** credit hours for the fall or spring semesters, or a minimum of **three (3) graduate-level** credit hours for the summer semester. An approved exception memo or Candidacy is required to register for less than the minimum credit hours.

Administrative Posting *(copy of posting as proof job was posted on Graduate School website)*

Administrative Assistant taxation frequently asked questions *(must provide a copy to the graduate assistant only - do not submit with the hiring paperwork)*

### To be submitted to International Tax Office, Human Resources, Woody Hall Room 145:

Employee W-4 Tax Withholding Certificate

Direct Deposit Authorization Form

I-9, Employment Eligibility Verification

### Preparer Information for Questions/Problems:

Packet Prepared By: \_\_\_\_\_

Preparer's Phone: \_\_\_\_\_

Preparer's Email: \_\_\_\_\_

Preparer's Mail Code: \_\_\_\_\_

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## NOTE

All international students must check in with the Center for International Education to begin a graduate assistantship.