



International New Hire Teaching 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 GA Office at (618) 453-4555.

To be completed by hiring program/school:

GA Last Name: _____ GA First Name: _____ GA DAWG #: _____

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**

Certificate of Oral English Proficiency *(this form is initiated by the program director then sent to the Graduate Student for signature.)*

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

International Teaching Assistantship Checklist *(English test required by the Center for Teaching Excellence. Testing does not need to be completed but GA office needs to know that testing has been requested and will take place.)*

Student’s class registration for the semester *(Graduate level classes are required to hold an assistantship)*

_ To be submitted directly 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: _____

NOTE

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