



# Domestic New Hire Teaching Assistant Checklist

## To be completed by graduate assistant:

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.

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

GA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To Be completed by hiring department/school.

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”)*

DCFS Acknowledgement of Mandated Reporter Status

Personal & Professional Data Form Original

Personal & Professional Data Form **Copy**

Direct Deposit Authorization Form

Federal and State W-4 Form

Form I-9, Employment Eligibility Verification or Form I-9 can be submitted to Human Resources separately if the student is not on campus to complete.

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

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

Student’s class registration for the semester *(Official transcripts need to be received by the Graduate School before student is allowed to register.)*

Exception Memo *(only required if: Extension of Months of Support, Non-Declared, Student Work)*

## Preparer Information for Questions/Problems:

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

Preparer’s Phone: \_\_\_\_\_

Preparer’s Email: \_\_\_\_\_

Preparer’s Mail Code: \_\_\_\_\_