

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL  
REQUIREMENTS FOR NEW GRADUATE ASSISTANTSHIP AWARDS  
AND PROCESSING OF PAPERWORK**

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**PART 1: CRITERIA THAT MUST BE MET FOR THE AWARD OF EACH GRADUATE ASSISTANTSHIP:**

- Full-time enrollment status
    - Fall or Spring Semester: 9 or more credit hours with a maximum of 13 credit hours
    - Maymester: No more than 3 credit hours
    - Either 5-week Summer Session: 3 or more credit hours with a maximum of 7 credit hours
    - 10-week Summer Session: 6 or more credit hours with a combined maximum total of 13 credit hours for all summer sessions (including Maymester)
    - Enrollment may include 3 undergraduate course credits if prerequisite in fall or spring.
    - Undergraduate prerequisite cannot be included as part of the minimum credit hours for a specific term
  - Either regular or contingent admission
    - Unclassified graduate students and students admitted in provisional status are not eligible to hold an assistantship
  - Approved stipend rate of at least \$600.00 per month
  - An FTE of 50% (20 hours per week) for normal appointments
    - Appointments for 20 hours per week require a minimum salary of \$600.00
    - Appointments for greater than 20 hours require special approval by the Dean of the Graduate School
  - For international students, check J1 or F1 employment restrictions. International students with a J-1 visa status must provide a letter of eligibility from the MSU Office of International Services.
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**PART 2: IF CRITERIA IN PART 1 ARE SATISFIED, THE GRADUATE ASSISTANT MUST COMPLETE THE FOLLOWING FORMS:**

- Form I-9, Employment Eligibility Verification: <http://www.hrm.msstate.edu/forms/downloadfile.php?id=249>
- Form W-4 Employee's Withholding Allowance Certificate: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Mississippi Employee's Withholding Exemption Certificate:  
<http://www.hrm.msstate.edu/forms/downloadfile.php?id=252>
- Personal Demographic Data: <http://www.hrm.msstate.edu/forms/downloadfile.php?id=266>
- *Students from a country participating in "Tax Treaty" must provide these additional forms.*
  - Visa (Copy passport information)
  - Form 8233 Exemption from Withholding on Compensation for Independent Personal Services for a Nonresident Alien Individual
  - MSU Payroll Department Tax Treaty Affidavit

*These forms may be attached to the MSU Award Documents when submitted to the Office of the Graduate School or submitted directly to Payroll (Campus Mailstop: 9602).*

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**PART 3: PREPARE MSU AWARD DOCUMENTS AND OBTAIN APPROPRIATE SIGNATURES WHEN NECESSARY; THEN SUBMIT TO THE OFFICE OF THE GRADUATE SCHOOL FOR PROCESSING:**

*PLEASE NOTE: Do not use nicknames. Name, MSU ID Number, Title and Effective Date must agree on all MSU Award Documents.*

- Employment Action Form (EAF): <http://www.hrm.msstate.edu/forms/downloadfile.php?id=239>
  - If student is currently employed by another MSU department, please check "Transfer from another department" on EAF.
  - After unit approvals, send to the Office of the Graduate School for processing.
- Graduate Assistant Tuition Remission Form: [http://www.grad.msstate.edu/forms/pdf/tuition\\_remission\\_form.pdf](http://www.grad.msstate.edu/forms/pdf/tuition_remission_form.pdf)
- Offer Letter: [http://www.grad.msstate.edu/forms/word/sample\\_offer\\_letter.doc](http://www.grad.msstate.edu/forms/word/sample_offer_letter.doc)
  - Must have signature of student and the hiring official(s)

**Summer Terms Only:**

- Graduate Assistantship Summer Appointment and Enrollment Verification:  
[http://www.grad.msstate.edu/forms/pdf/grad\\_ass\\_summer\\_appoint\\_enrollment\\_ver.pdf](http://www.grad.msstate.edu/forms/pdf/grad_ass_summer_appoint_enrollment_ver.pdf)
  - Summer Appointment Request Form (SARF): <http://www.hrm.msstate.edu/forms/downloadfile.php?id=270>
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**ADDITIONAL FORMS AND INFORMATION FOR NEW GRADUATE ASSISTANTS:**

- Social Security Card Application and Instructions: <http://www.ssa.gov/online/ss-5.html>
- Payroll Direct Deposit: <http://www.hrm.msstate.edu/forms/downloadfile.php?id=238>
- Payroll Dates: <http://www.controller.msstate.edu/payroll/dates/>
- Teaching Assistant Workshops: <http://www.grad.msstate.edu/workshop/>