

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

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 may be eligible and will be limited in the type of funding that can be used for 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.**
-

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).

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
- **Offer Letter:** http://www.grad.msstate.edu/forms/word/sample_offer_letter.doc
 - Must have signature of student and the hiring official(s)

Summer Terms Only:

- **Summer Appointment Request Form (SARF):** <http://www.hrm.msstate.edu/forms/downloadfile.php?id=270>
-

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/>