

## Important Dates

March 7

- Drop/Revision deadline

March 9

- Schedule for fall 2022 term published

March 14-18

- Spring break - no classes

April 1

- Registration required ETD review deadline
- Apply to graduate deadline for spring 2022

## NextGen Graduate Appointment System

### New EIN Requirement on SSN Offer Letters (F-1 Students)

As you may know, the Social Security Administration (SSA) has a new requirement to include the Employer Identification Number (EIN) assigned to NC State on offer letters used by the F1 students to receive a social security number. Please refer to the OIS website for information regarding obtaining a SSN (<https://internationalservices.ncsu.edu/social-security/>). The Graduate School became aware of this issue recently and collaborated with the EAS team to update the Graduate Assistant Terms and Conditions (T&C) letter generated within the Next Gen hiring system to include the NCSU EIN number. A welcomed change alongside the EIN requirement is that SSA is no longer requiring a “wet ink” signature on any document. For general as well as the latest information concerning SSN, please visit our Our Office of International Services [website](#). Do not hesitate to contact me if you have any questions at [rbcorley@ncsu.edu](mailto:rbcorley@ncsu.edu).

## February Bi-weekly Payroll Deadlines

Deadlines for timesheets or any job data adjustments to be entered into the HR system for bi-weekly payroll during the Month of February prior to lockout:

- 2022R17 (01/22/2022-02/04/2022) on **Thursday, February 10, 2022 at 5:00 PM**
- 2022R18 (02/05/2022-02/18/2022) on **Thursday, February 24, 2022 at 5:00 PM**

If you become aware of an overpayment during lockout, please contact Richard Corley by email at [rbcorley@ncsu.edu](mailto:rbcorley@ncsu.edu).

## Graduate Student Support Plan (GSSP)

Thank you all for your help in committing to fund students through the roster ahead of the spring 2022 semester. Now that Census has passed, the GSSP process has been turned off for the Spring 2022 semester. Spring 2022 funding has been posted to projects, and health insurance will be posted in the coming days. The Graduate School is no longer accepting Exceptions for Spring 2022 except for extenuating circumstances.

## Share with Trainees: Academic Writing Workshops and Engineering Cafes

Interactive Zoom workshops focused on key academic and professional writing skills. Topics include writing abstracts, concise writing strategies, reports, professional emails, and more. Workshops count towards the new [graduate writing certificate](#). Grad and postdoc trainees can register at [our workshops page](#) or contact [Katie Homar](#) in the Graduate School with questions.

## Preparing the Professoriate Application Cycle

Postdocs and late-stage doctoral students who are interested in pursuing a faculty career can learn more about the application process for Preparing the Professoriate by attending one of our mandatory informational sessions, now open for registration. Visit our website to [register](#) for an information session and to [learn](#) more about the program. Application deadline is March 15. Contact Vanessa Doriott Anderson with questions ([vkdoriot@ncsu.edu](mailto:vkdoriot@ncsu.edu)).