

Employer Identification Number (EIN): 56-6000756

# Graduate Service Assistantship

**Terms and Conditions for Appointment**

A Graduate Service Assistantship in the Department of [***Name of Department/Program***] is offered to [***Name of Student***] who has been admitted to the Graduate School at NC State University as a student in [Name of Program]. For a full definition of graduate assistantships, see the [Graduate Handbook](http://catalog.ncsu.edu/graduate/graduate-handbook/).

The terms of the Graduate Assistantship are an [FTE of appointment] FTE at a biweekly salary of [**$$$$**] prorated for the period [**beginning date through ending date****].** The appointment as well as its continuation is contingent upon the availability of funds.

The terms and conditions for this appointment are stated below. Please read through this statement and sign your name below, indicating that you have read and understand these terms and conditions.

1. **Compliance with University Policies, Regulations, and Rules**: Your employment at NC State is subject to the existing laws of the United States and the State of North Carolina, and to the current policies, regulations, and rules of the University of North (UNC) Carolina System and NC State; these may be periodically revised or amended. You specifically agree to abide by the policies, regulations, and rules of NC State, as well as the UNC System policies. In addition, your employment is contingent upon your compliance with any and all health and safety requirements and required trainings (i.e., data security) that are in place or that have been imposed at or after the time of hire, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities.
2. **Employment Eligibility Requirements:**
   1. **Completion of an I-9**: Federal law requires completion of Section 1 of the [Employment Eligibility Verification](https://ie.hr.ncsu.edu/i9-e-verify/) Form I-9 on or before the first day of employment, and Section 2 of the Form I-9 within 3 days after the hire date. Completion of Section 2 will require presentation of original documents by the employee to an authorized HR representative proving identity and legal authorization to work in the United States.
   2. **Direct Deposit Program**: All NC State employees including Graduate Assistants are required to participate in the Direct Deposit Program using a financial institution (bank or credit union) of their choice. Information regarding this program and its requirements may be found at [NCSU REG 05.45.01 – Direct Deposit of Pay](https://policies.ncsu.edu/regulation/reg-05-45-01/).
   3. **International Graduate Students**: Pursuant to DHS regulations, international students must have [valid employment eligibility](https://internationalservices.ncsu.edu/student-employment/on-campus-employment/) to accept employment at NCSU. International students must obtain a Social Security number and complete a tax assessment within four weeks of starting employment to accept salary or wage payment.
   4. If you are an international student, you must abide by the DHS requirements. For a full description of these requirements for F-1 and J-1 students, please contactthe [Office of International Services](https://internationalservices.ncsu.edu/). The offer outlined within this T&C document is contingent upon your eligibility to work at NC State.
3. **Academic Requirements:**
   1. If you terminate the **doctoral or master's** in **[*name of program]***, your assistantship can be terminated at the same time and the University is under no obligation to allow you to transfer to another graduate degree classification or graduate degree program.
   2. If your cumulative GPA falls below 3.000 or if the faculty or program that is providing your assistantship decides that either your academic performance or work performance is unsatisfactory, the University, at its discretion, may terminate your assistantship.
4. **Termination of Appointment**:
   1. The end date of your appointment serves as your notice of termination; therefore, you will not be given notice of non-reappointment. The assistantship may be continued, subject to availability of funds, provided that you maintain a grade point average of 3.000 or higher, make satisfactory progress toward your degree, and perform satisfactorily in your assigned responsibilities. Satisfactory progress toward your degree is determined by the director of your graduate program, and satisfactory performance of your duties is determined by the faculty member or program providing the assistantship. You should discuss these conditions with the director of your graduate program and your supervisor at the time of initial employment to ensure you understand what constitutes satisfactory progress and satisfactory performance of duties.
   2. Early Termination: If your appointment is terminated early, the department head or director of graduate programs will notify you in writing, describing the reasons for the termination, at least two weeks before the date of termination. Early terminations as a result of conditions stated above are considered voluntary terminations. You can contact your director of graduate programs or department head to discuss your concerns regarding this decision.
5. **Employment Verification**: Lenders and other third-parties with whom you do business may, from time to time, require you to verify your employment information. For this purpose, NC State utilizes an external employment verification vendor who will, through a process you initiate, release your employment information to lenders and other third- parties.

By signing below, you CONSENT to NC State and/or its external employment verification vendor(s) releasing your employment information to those lenders and other third-parties. NC State and/or its external employment verification vendor(s) will use this CONSENT only for the purpose of employment verification. Furthermore, employment information will only be released by NC State and/or its external employment verification vendor(s) pursuant to this CONSENT if you refer lenders or other third-parties to NC State for this purpose.

1. If you are unable or unwilling to fulfill the terms of your appointment, you must write to the faculty member, program or department head that is providing the assistantship at least two weeks before you resign, giving your reasons for resigning.

Enter any additional comments/information here:

(Department Signature) (Date)

# I have read and understand the terms and conditions for my graduate assistantship.

(Student Signature) (Date)