

# **Graduate Assistantships & Fellowships**

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**Graduate Appointments and  
Fellowship Coordinator**

# Types of Assistantships

## Graduate Teaching Assistants (use job code A138)

- Provides direct support for classroom instruction
- Can be a class recitation leader, grader or instructor of record

## Graduate Research Assistants (use job code A148)

- Supports the research mission of the hiring department in the collection of data and carrying out of experiments usually in a lab setting

## Graduate Teaching & Research Assistants (use job code A178)

- Performs a combination of teaching and research related duties

## Graduate Services Assistants (use job code A198)

- Performs work outside of the teaching and research mission of a department or program
- **Does not qualify for Graduate Student Support (GSSP) benefits**

# Assistantship Eligibility

- Fully admitted to a graduate degree-seeking program
- Enrolled in the Fall/Spring semester **(Must be enrolled full-time to qualify for GSSP benefits)**
- Maintain good academic standing (3.000 GPA) at all times. **Note: Individual hiring units can have more rigorous standards.**
- Graduate students in certificate-only and Distance Education (DE) programs can hold an assistantship but they are not eligible for GSSP benefits.
- Students whose native language is not English or is from a country where English is not the first language, must meet NC State's [English Proficiency requirements](#) to be hired as a Graduate Teaching Assistant (not required for other GA types).

# Assistantship Work Periods

**Disclaimer:** The Graduate School encourages the use of semester dates instead of the dates on which classes begin and end. However, all assistantships (except TA) may begin and end at anytime during the academic year based upon department needs.

Semester/Term	Employment Dates
Fall Semester	8/16/2024 – 12/31/2024
Spring Semester	1/1/2025 – 5/15/2025
Entire Academic Year	8/16/2024 – 5/15/2025
Summer I Session	5/16/2025 – 6/30/2025
Summer II Session	7/1/2025 – 8/15/2025
Entire Summer Session	5/16/2025 – 8/15/2025

# GA Limitations

- Domestic students may work up to 29 hours, 0.725 FTE combined with all other on-campus appointments.
- International students on F-1 visas are restricted to 20 hours, 0.5 FTE across all on-campus positions during Fall and Spring semesters. May work more than 20 hours during summer months.
- **FICA Tax Exemption:** Graduate students must work less than 30 hours per week and be enrolled at least half time (3 hours during fall/spring semesters/1 hour in summer) for FICA tax exemption. If students do not meet BOTH criteria, Social Security and Medicare taxes will be withheld from their paycheck.
- **Graduation:** Graduate students are allowed to work through December 31st if they are graduating in the Fall semester. They are allowed to work through May 15th if they are graduating in Spring semester. Once a student completes all degree requirements and paperwork, they are no longer eligible for continued assistantship support in the next term.

# Departmental Fellowships

- No work obligation financial awards
- Not considered employment; payments are not considered wages
- Payments are processed on a monthly basis, not bi-weekly
- Use the [Graduate Fellowship Information Form](#) to submit your requests for fellowship payments. Forms must be submitted to Grad School **at least one (1) week prior** to the award disbursement date to be processed in a timely manner.
- Payments are processed within the financial aid year: **8/1/2024 - 7/31/2025**
- Student must enroll in [Direct deposit](#) for financial aid.
- **International Students** - must have a current tax assessment on file to receive an award but do not need an SSN.

# International Admissions

- **International Students Coming from Another U.S. Institution:** these students are *transferring* their current immigration record to NC State.
- Legally cannot work at NC State before date of immigration transfer.
- Can work over summer before start of program without being enrolled, provided that the transfer date has passed.
- Hayley Hardenbrook, International Admissions Manager in the Graduate School, has that date if need to confirm ([hdharden@ncsu.edu](mailto:hdharden@ncsu.edu)).

# Resources

## Student Funding Website

<https://grad.ncsu.edu/student-funding/>

- GA Policies/Forms
- Bi-weekly Payroll Schedule (Student Version)
- GA Appointment Checklist
- International Student Resources

## Resources for Student Funding (Faculty/Staff)

<https://grad.ncsu.edu/faculty-and-staff/student-funding/>

- GA Stipend Calculator – Annual rates/actual payment amounts
- Payroll Worksheet – Payroll calendars/Auto-term schedules
- NextGen Grad Appointment System Help Guides
- Fellowship Awards

## Past Meetings and Presentations

<https://grad.ncsu.edu/faculty-and-staff/student-funding/upcoming-and-past-hr-rep-meetings/>



# Calendar Deadlines

## Next Gen Graduate Appointment System

- The 90-day window for Fall 2024 GA appointments opened **on May 18<sup>th</sup>**

## Auto-Term Process

- For August 15<sup>th</sup> job end dates (Summer Hires), the auto term will run **on Wednesday, July 24**.
- All Modifications must be processed **prior to July 24** .
- **After July 24**, you can only enter New Grad Hires (or Rehires).

## Payroll Deduction for Student Fees

- Students on active/qualifying assistantships will have **until August 27**, just a few days prior to **Census (August 30)** to sign up for Payroll Deduction via their MyPack portal. The Payroll Deduction Option for Student Fees officially **opens on July 5**.

## Payroll Calendar Important Dates

- The first pay day for August 16<sup>th</sup> hires is **on Friday, August 30**.
- Students receive their first “full” paycheck **on Friday, September 13**. (Payroll Deduction)
- Use the [2024-2025 bi-weekly payroll calendar](#) (faculty/staff version) to monitor pay periods, paydays and check for payroll lockout periods.

# Contact Information



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Emails Contacts

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