

Graduate Assistantships

Richard Corley

**Graduate Appointments and Fellowships
Coordinator**

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
- Graduate students in Graduate Certificate (GCERT) and Distance Education (DE) programs can hold an assistantship but they are not eligible for GSSP benefits
- Graduate students whose native language is not English, must meet NC State's [English Proficiency requirements](#) to be hired as a Graduate Teaching Assistant (GTA).
 - They can be hired as RA's or GSA's

Assistantship Employment Dates

The Graduate School encourages the use of semester dates instead of the dates on which classes begin and end. All assistantships except GTA may begin and end at anytime during the year.

Semester/Term	Start Date	End Date
Fall Semester	8/16/2025	12/31/2025
Spring Semester	1/1/2026	5/15/2026
Entire Academic Year	8/16/2025	5/15/2026
Summer I Session	5/16/2026	6/30/2026
Summer II Session	7/1/2026	8/15/2026
Entire Summer Session	5/16/2026	8/15/2026

FTE Regulations

Students	Term	Hours/Week	FTE
U.S. Students/Perm. Residents	Fall/Spring Semester	29 Hrs	0.725
U.S. Students/Perm Residents	Summer	**40 Hrs	**1.00
International Students	Fall/Spring Semester	20 Hrs	0.5
International Students (not first or final term)	Summer	**40 Hrs	**1.00

**Summer is usually treated as a “vacation term” for on-campus employment purposes and international students may work more than 20 hours per week.

****FICA Tax Exemption:** Graduate students must work less than 30 hours per week and be enrolled at least half time (3 hrs - fall/spring or 1 hr - summer) for FICA tax exemption. If both criteria are not met, SSN and Medicare taxes will be withheld from their paycheck.

International Transfer Students

- **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. Job action start date should not be before transfer date.
- Can work over summer before start of program without being enrolled, provided their transfer date has passed.
- Student arrange transfer date with their current school and should be able to provide their transfer date.

Calendar Deadlines

NextGen Hires

- The 90-day window for Fall 2025 GA appointments opened **on May 18th**

Auto-Term Process

- Auto Term will run **on Wednesday, July 23rd** for summer appointments ending on August 15.
- Modifications for summer appointments must be processed **prior to July 23rd**.
- **After July 23rd**, only New Grad Hires or Rehires can be entered.

Payroll Dates

- **Payroll Deduction for Student Fees** - Students on active/qualifying assistantships will have **until August 27** to sign up via MyPack Portal.
- First payroll deduction will be applied to the **Sept 12th paycheck** for August 16 hires.
- [2025-2026 Bi-Weekly Payroll Calendar](#) - monitor pay periods and check for payroll lockout

Resources

Funding Website (Students)

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

- [Graduate School Handbook](#) – Policies and Procedures of the Graduate School
- [2025-2026 Bi-weekly Payroll Calendar](#) – Student Version
- [GA Checklist and Information](#) – GA appointment reminders and task list

Resources for Student Funding (Faculty/Staff)

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

- [GA Stipend Calculator](#) – To help determine stipend payment amount
- [Payroll Worksheet](#) – Payroll calendars/Auto-term schedules
- [NextGen Graduate Appointment System](#) – Hiring graduate assistants

Past Meetings and Presentations

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

Contact Information

[GA HRNow Portal](#)

[Graduate Assistant Inquiry](#): HR-related questions concerning NextGen, grad assistantships

[Knowledge Articles](#): access knowledge articles or request HR services)



Phone: 919-515-1991



Email Contact: **rbcorley@ncsu.edu**