

GRADUATE ASSISTANT ORIENTATION

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Graduate Assistantships (GA)

Types of Assistantships

Graduate Teaching Assistantship

Provides direct support of classroom instruction

Graduate Research Assistantship

Supports the research mission of a unit in data collection and experiments

Graduate Teaching and Research Assistantship

Performs a combination of teaching and research duties

Graduate Services Assistantship

Serves outside of a department or program's teaching/research mission

** Not eligible for Graduate Student Support Plan Benefits*



GA Eligibility Requirements

- Admitted to a graduate degree-seeking program
- Enrolled in the Fall/Spring semester
 - Summer enrollment is only required if it's your first or final semester
 - ***Full time enrollment is required for GSSP benefits!!!***
- Maintain Good Academic Standing (3.0/4.0 GPA) at all times
- Make satisfactory academic progress toward degree completion

GA Requirements

Work Hours/FTE Maximum

- U.S. citizens/Permanent Residents can work up to 29 hours per week, 0.725 FTE **combined** across all on-campus positions
- International students (i.e. F-1, J-1 holders) **cannot work more than 20 hours per week, 0.500 FTE**

English Proficiency

- International students must demonstrate English oral proficiency to hold a TA appointment (not needed for other types of GA appointments)

Graduation

- Graduating International students must be terminated from all on- campus positions as of the date of graduation

GA Checklist

GA Checklist & Information

The GA Checklist will help graduate assistants complete all required and optional actions upon receiving the GA appointment. The GA Information section below provides important information regarding appointment period, FTE, stipend payments, taxes, etc.

After you Receive a Graduate Assistantship:

- ☐ Sign Electronic GA Terms and Conditions Letter:
- ☐ Complete I-9 (Employment Eligibility Verification):
- ☐ Enroll in Direct Deposit:
- ☐ Enroll in Payroll Deduction for Fees (Optional):
- ☐ Attend New Teaching Assistantship Workshop (Strongly Recommended for new TA's):

Domestic Out of State Graduate Students

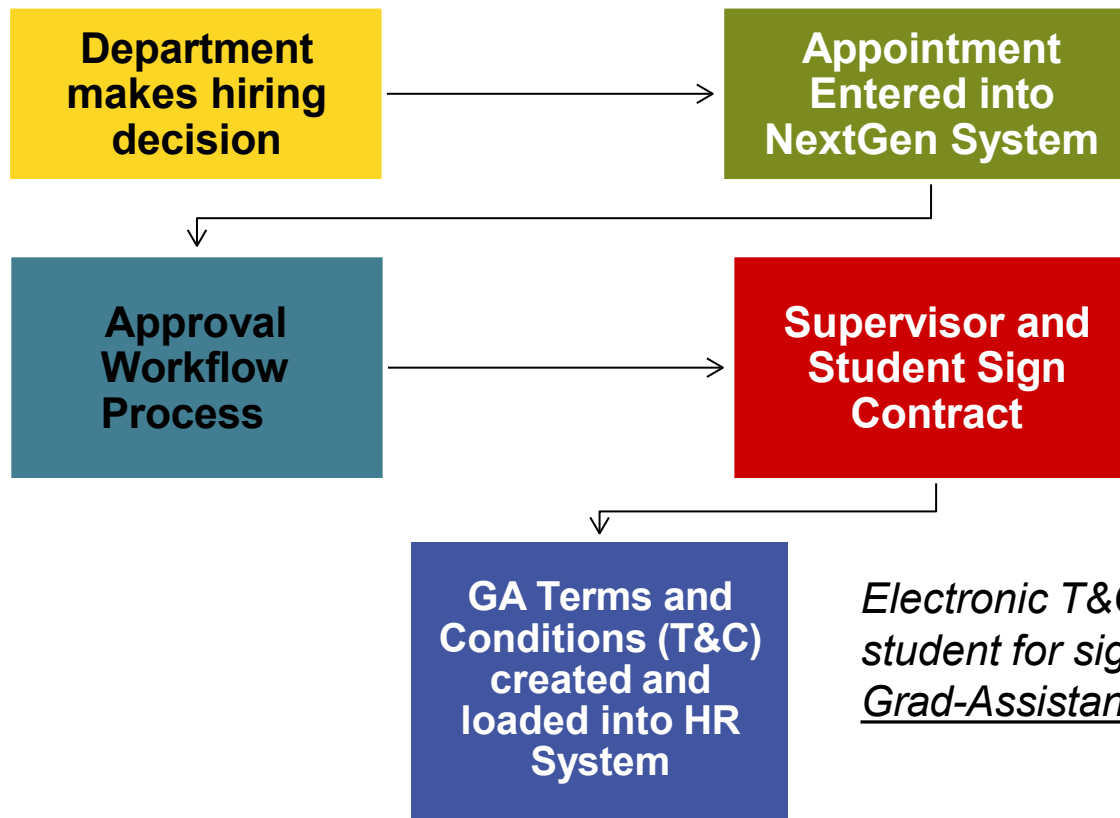
- ☐ Apply for North Carolina Residency

International Students

- ☐ Apply for Social Security Number:

[GA Checklist](#) will assist graduate assistants to complete all required and optional actions upon receiving the GA appointment.

GA Hiring Process



Electronic T&C routed to student for signature from Grad-Assistantships@ncsu.edu

Your Terms and Condition (T&C) Contract



- Employment contract with the university
- **Make sure that you electronically sign your T&C**
- Pay attention to **start & end dates** as well as **stipend amount**
- Bi-weekly pay will be net of any taxes and other deductions
- GA appointments can be semester-to-semester or yearlong
- Re-appointment is not automatic
- Access your signed contracts in MyPack portal
- **Report any external funding or add'l employment to your supervisor**
- **Contact your hiring department if you have any questions**
- **Early GA termination can impact your GSSP benefits!!!**

Your Money

- Sign up for Direct Deposit with Payroll
- *International Students* – Must complete their [tax assessment](#) to be paid
- Paid on a bi-weekly basis
- Use the [GA Bi-weekly Payroll Schedule](#) on the *GA Checklist* webpage to track your pay dates
- First pay date is Friday, September 12 for all August 16 hires. You will receive a ‘full’ paycheck on that date.



GA Benefits

- [Graduate Student Support Plan](#)
- [Parental Leave](#): Up to six (6) weeks of parental leave following the birth, or legal adoption of a child; students on GA support will continue to receive compensation during this period
- [University Closings and Holidays](#):
 - Graduate assistants are not expected to work during University holidays and closings and are not expected to make up missed work during the holidays.
 - TAs are not expected to work when classes are not in session, unless otherwise specified in their T&C contracts.

Payroll Deduction for Student Fees

- GA's have the option to enroll in payroll deduction to pay student fees
- Payments are distributed over 6 pay periods:
 - Fall 2025 Student fees - \$1,252.25 (Full-time)
 - Payments will be deducted starting with the **September 12** paycheck
 - Fees are lower if you are enrolled for less than 9 hrs.
 - Students have **until August 27th** to enroll via MyPack Portal
- [Graduate Stipend Estimated Payments Calculator](#): Tool to assist students estimate the net stipend per pay period if they enroll in the payroll deduction option
- **If your appointment is terminated or you otherwise decide to end your participation, any outstanding fees owed must be paid in full at the time of cancellation!!!**

Taxes, Taxes, Taxes

Payroll Taxes

- *Federal Income Tax*
 - Calculated using Taxable Wages
 - Marital Status
 - Tax Table
- *State Income Tax*
 - Number of allowances
 - Flat rate after deducting standard deduction
 - GAs will receive a W-2 form for their compensation in January 2026

FICA (Federal Insurance Contribution Act) Tax Exemption

- Social Security (Old Age, Survivors Insurance) and Medicare Taxes (HI – Hospital Insurance)
- **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 you do not meet BOTH criteria, Social Security and Medicare taxes will be withheld from their paycheck.

Employment Eligibility Verification: I9

NC State is required by federal law to verify the identity and employment authorization of all individuals (domestic and international) hired for employment in the U.S. Verification process is done using the [I9 form](#) and EVerify

1

SECTION 1: Complete on or before the first day of employment

2

SECTION 2 (in person): Complete within 3 days of your hire date

Visit NC State's I-9 Center, 2711 Sullivan Drive, Administrative Services II Building to meet with an authorized HR representative.

3

Social Security Number (SSN): You must apply for your SSN and update this information with the University to have correct tax documents and E-Verify processing.

Fellowships

- Outright awards with no work obligation
- Students can potentially hold both fellowship and Graduate Assistantship but some fellowships might restrict or prohibit employment during the award period
- Based on Merit or Financial Need
- Not considered as wages (no W-2 form reporting)
- Must enroll in [Direct Deposit](#) and have a US checking account
- Fellowships are paid monthly
 - [Fellowship Stipend Payment Schedule](#)
- Tax Assessment Required (international students) but not SSN

GA Resources

Your home department is the best place to start with any questions

- **Financial Wellness Resources**: Lots of free resources and information to build your knowledge and skills for financial wellness.
- **Social Security Number (SSN)** – All international graduate students in F-1/J-1 status and employed by NC State must apply for an SSN to be paid for your GA . (See [SSN Resource page](#))
- **Tax Assessment** – All international graduate students must meet with the [International Compensation and Taxation \(ICT\)](#) Office to complete a tax assessment. Tax assessment might need to be updated.
- **Employment Verifications** – Graduate students requiring employment verification must contact the Graduate School at gradschool-assistantships@ncsu.edu. Signed release statements from third party verifiers can be faxed to 919-515-2873
- **Student Funding Website** <https://grad.ncsu.edu/student-funding/>

Graduate Student Support Plan (GSSP)

What is GSSP?



The Graduate Student Support Plan (GSSP) is a financial support package to attract top students to NC State University



Graduate students eligible for the Plan receive tuition and health insurance benefits **at no cost to them**



LEARN MORE: go.ncsu.edu/gssp

What Benefits are Provided?

Tuition

- ☐ Instate Tuition
- ☐ Tuition Remission (diff between out of state tuition and instate tuition)
- ☐ Tuition for Fall and Spring Semesters only for a **limited number of semesters**
- ☐ Student Fees, Premium Tuition, and Summer Tuition are **not covered**

Health Insurance

- ☐ RA TA Plan is separate from University Mandatory Plan for GSSP eligible students
- ☐ No limit on the number of semesters as long as GSSP eligibility criteria are met

Duration of Tuition Benefits

Degree	Number of Semesters
Master's	4
*Doctoral with Master's	8
Doctoral without Master's	10

*Upon admission to a doctoral program, the master's degree is assumed to be related. Contact your [DGP](#) if your Master's is unrelated to your doctoral program.

Every semester in which a student is enrolled counts toward the number of eligible semesters, even if the student does not participate in GSSP.



GSSP Eligibility – Meet and Maintain at all times during the semester

1

Enrolled in On-Campus Master's or Doctoral Program.

- Distance Education and Certificate Programs do not qualify for GSSP benefits

2

Enrolled Full Time:

- Typically, full time enrollment is 9 credit hours per semester

3

Supported on Qualifying TA or RA appointment or Fellowship:

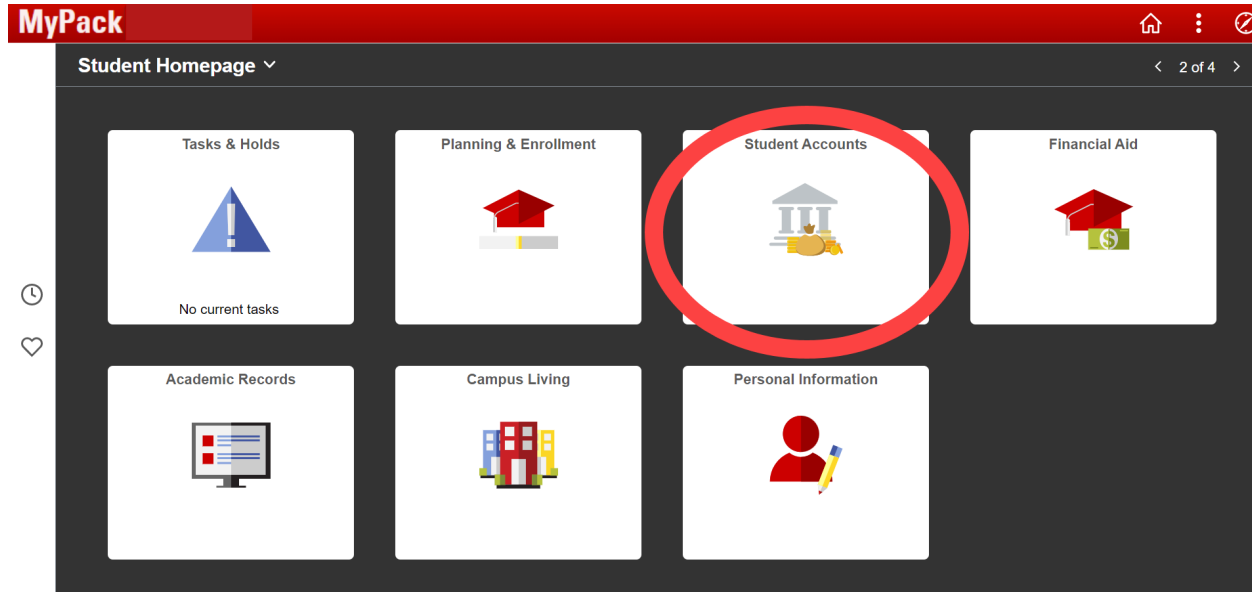
- Minimum annual stipend of \$20,000 for Doctoral students and \$15,000 for Master's students.
- GSA appointment does not qualify

Students need not “apply” for GSSP. Benefits are automatically applied as eligibility criteria are met.

How do I see if I qualify?

Check your GSSP status in the MyPack Portal !

Student Homepage > Student Accounts > Graduate Student Support Plan



What benefits are you eligible for?

[Student Homepage](#)

Important Messages

Make A Payment

View/Sign up for Payment Plan

Graduate Support Plan

What I Owe

Financial Responsibility

Account History

Billing Statements

Print Term Statement

View1098-T

View Direct Deposit

Employee Tuition Waiver Form

Pack Essentials

Links of Interest

GSSP tuition benefits will not apply to your billing account until all GSSP eligibility requirements are actively met in the Student Information (SIS) and Human Resources (HR) systems. Please see the checklist below for one-page GSSP eligibility summary.

- [GSSP Eligibility Summary](#) (Checklist)
- [GSSP Requirements At-A-Glance](#) (Semesters of Benefits Eligibility)

▼ **Final Term of Tuition Support**

2025 Spring Term

Your final term of GSSP tuition support is projected to be the 2025 Spring Term, assuming that you enroll in each fall and spring term. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

[Show graduate terms counted](#)

▼ **Current Term Support**

Current Term 2023 Fall Term

Benefit Eligibility

In-State Tuition	✓
Out-of-State Tuition	✓
Health Insurance	✓
If you meet these requirements	
Active in an on-campus master's or doctoral program	✓
Enrolled full-time at all times	✓
Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized	✓

What benefits are you eligible for in the current semester?

Are you meeting GSSP criteria in the current semester?

What benefits do you qualify for ?

< Student Homepage

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Student Accounts

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Final Term of Tuition Support

You are beyond eligibility for GSSP tuition support. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

Show graduate terms counted

Current Term Support

Current Term 2023 Fall Term

Benefit Eligibility	
In-State Tuition	
Out-of-State Tuition	
Health Insurance	

If you meet these requirements

Active in an on-campus master's or doctoral program	✓
Enrolled full-time at all times	✓
Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized	⚠ Appointment Pending

Student has exceeded the maximum terms to receive GSSP tuition benefits. Can still receive health insurance benefits if GSSP criteria are met


✗ Beyond allowed terms


✗ Beyond allowed terms


✓


What benefits are you eligible for?

 Make A Payment

 [View/Sign up for Payment Plan](#)

 Graduate Support Plan

 What I Owe

 Financial Responsibility


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View1098-T

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 Employee Tuition Waiver Form

 Pack Essentials **Links of Interest**

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- [GSSP Eligibility Summary \(Checklist\)](#)
- [GSSP Requirements At-A-Glance \(Semesters of Benefits Eligibility\)](#)

▼ Final Term of Tuition Support

2026 Spring Term

Your final term of GSSP tuition support is projected to be the 2026 Spring Term, assuming that you enroll in each fall and spring term. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

[Show graduate terms counted](#)

▼ **Current Term Support**

Current Term 2023 Fall Term

Benefit Eligibility

In-State Tuition

Health Insurance

If you meet these requirements

Active in an on-campus master's or doctoral program

Enrolled full-time at all times

Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized

Student has declined enrollment in health insurance

✖ Declined

✖ Enrolled Half-Time

Appointment Pending

What benefits do you qualify for?

[< Student Homepage](#)

Student Accounts

Important Messages

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Graduate Support Plan

What I Owe

Financial Responsibility 1

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- [GSSP Eligibility Summary \(Checklist\)](#)
- [GSSP Requirements At-A-Glance](#) (Semesters of Benefits Eligibility)

▼ **Final Term of Tuition Support**

2027 Spring Term

Your final term of GSSP tuition support is projected to be the 2027 Spring Term, assuming that you enroll in each fall and spring term. Every semester in which the student is enrolled counts against the total number of allowed semesters for tuition support, even if the student does not participate in the Graduate Student Support Plan.

[Show graduate terms counted](#)

▼ **Current Term Support**

Current Term 2023 Fall Term

Benefit Eligibility	
In-State Tuition	✓
Out-of-State Tuition	✓
Health Insurance	✓
If you meet these requirements	
Active in an on-campus master's or doctoral program	✓
Enrolled full-time at all times	✗ No Unit Load
Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$15,000 annualized	✗ RA, TA, RA-TA, EA, or primary fellowship not found

Student not meeting criteria:



- Needs to enroll full-time
- Follow-up with Department on GA appt. or Fellowship

RA-TA Plan vs. Student Health Insurance Plan (SHIP)

SHIP/Mandatory Plan	RA - TA GSHI Plan
<u>Enrollment:</u> Automatic once enrolled for classes	<u>Enrollment:</u> Automatic once qualified for GSSP; will be notified of waiver from SHIP!
<u>Fee:</u> Added to the student bill	<u>Fee:</u> Paid through the university; FREE for student
<u>Key Differences:</u> <ul style="list-style-type: none">- No Dependents- Deductible model	<u>Benefits:</u> <ul style="list-style-type: none">- Dependent Enrollment- Co-Pay Model

RA-TA Health Insurance Plan

- No limit on number of semesters of eligibility
- Insurance Card is designated as “NC State RA-TA”
- Notify Graduate School promptly if you have alternate insurance and wish to [waive out of the RA-TA plan](#)

		BlueOptions [®]	
Subscriber Name:	Member Code	NC State RA-TA	
	00	Group No.	
Subscriber ID:		Rx BIN:	
		Effective Date:	08/01/24
Member Responsibility:			
PCP/Specialist-In		\$35/\$70	
Urgent Care/ER-In		\$70/\$500	
Ind Ded-In/Out		\$400/\$800	
Ind OOP Mx-In/Out		\$5,500/\$11,000	
Prescription Drug		Benefits Included	
			

RA-TA Health Insurance Plan

Dates of Coverage

Students are enrolled in the RA-TA Plan by the Graduate School every semester once they meet GSSP eligibility criteria.

	Begins	Ends
Fall Semester	August 1	December 31
Spring Semester	January 1	July 31

Students will NOT be dropped due to loss of eligibility after Census (10th day of fall/spring term) for any reason, including graduation or term withdrawal

RA-TA Health Insurance Plan Resources

Learn about how health insurance works and what is covered in your RA-TA Plan coverage in this [video](#)!

Other Blue Cross Blue Shield resources:

Blue Connect	Student Blue Portal
Manage your policy online	Update address
Find a provider	Enroll Dependents
Review Claims	View plan Subscriber Number
Print or request a new card	

RA-TA Health Insurance FAQ's

- Does the RA-TA Plan offer Vision and Dental benefits?
 - Basic vision is included; students can add dental at their own expense
- Can I add dependents?
 - Yes, you can [enroll](#) dependents **at your own cost** *during the open enrollment period*

Enrollees	Monthly Premium
Student's Spouse	\$301.26
Student's Child	\$373.56
Student's Family	\$674.52

On Campus Resources

Campus Health

- No cost preventive care with your PCP
- \$10 copay for most other services

Wellness

- [Wolfpack Wellness](#)
- [Wellness Wednesdays](#)
- [Wellness and Recreation](#)

[Campus-Smiles.com/NCState](https://campus-smiles.com/NCState) – Dental Practice offering special savings to students with or without insurance!

More On Campus Resources



Counseling Center:

Individual therapy; groups; walk-in hours; resource



Academic LiveCare:

12 free telehealth counseling appointments



Pack Essentials:

Students in need of food, housing, financial assistance



Student Ombuds:

Neutral, confidential resource for concerns



Lighten Your Pack:

Wolfpack Wellness Resources



BCBS Mental Health Resources

[Video](#) from Blue Cross Blue Shield

BlueCrossNC.com/MyMentalHealth

Headway.co/bluecrossnc

**For Domestic students
who are not NC
Residents...**

Out of State Domestic Students - Expected to Establish NC Residency after 1 year

- GSSP covers **only the first 2 semesters of the Tuition Remission*** bill
- Students are expected to **begin residentiary acts as soon as they arrive in NC** in anticipation of applying for NC Residency reclassification once they have been in the state for 365 days.
- NC Residency reclassification = Charged In-State Tuition Rate
- For More Information, see [Residency information](#) on Graduate School website

**Tuition Remission = Out of State tuition – Instate Tuition*

Residency Issues

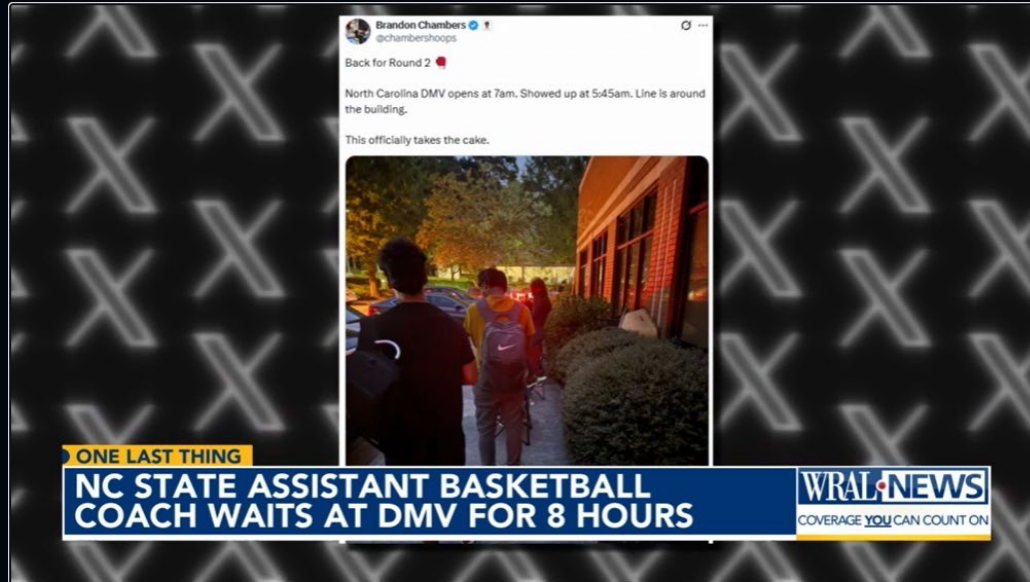
Many Students cannot
apply for Residency until
August as they have
not met the 365-day
requirement
BUT
Fall Tuition Bill is due in
July



**Timely response to Graduate School is important.
We cannot extend the due date if we do not receive a
response from you by our deadline.**

The Graduate School
will contact students in
their 3rd semester in
early July offer **to
extend the due date
for the TR portion of
the bill** to allow time for
residency
reclassification.

NC Driver's License



NOTEWORTHY

NC State assistant basketball coach waits at DMV for eight hours

WRAL Investigative Sports Reporter Brian Murphy has been keeping in touch with coach Chambers all day long -- texting back and forth.

Recommendations for NC Driver's License

- <https://www.wral.com/video/nc-state-assistant-basketball-coach-waits-at-dmv-for-eight-hours/22109239/>
- <https://www.wral.com/news/local/long-lines-dmv-north-carolina-saturday-walk-in-may-2025/>
- <https://www.wral.com/story/what-s-the-fastest-way-to-beat-the-dmv-line-5-on-your-side-investigates/21129311/>
- [DMV Wait Time tool](#)
- [Q-Anywhere](#)

Residency - What if?

Are reclassified as NC Resident

Enter your RCN in MyPack Portal ASAP so reclassification can be validated

If you have paid the TR portion of your bill and are reclassified, you can contact [student accounts](#) for a [refund](#).

Are NOT reclassified as NC Resident

You are responsible for TR portion of bill.

You may appeal the decision to RDS depending on your situation

Your department *may* decide to pay the TR portion of your bill outside the GSSP process

Student Action Items



Check your ncsu.edu email regularly



[Check](#) your GSSP eligibility and utilization in MyPack portal



If you have other private insurance and do not need to be added to the RA-TA health insurance plan, [notify](#) us!



Enroll full time as early as possible and do not adjust enrollment without first consulting your DGP/GSC



Pay your student fees or make arrangements to pay for fees to avoid schedule cancellation



[Residency reclassification](#) for US citizens and Permanent Residents

Whom to Contact?

Director of Graduate Programs (DGP)/Graduate Services Coordinator

SUBJECT	CONTACT
RA-TA Health Insurance Plan	BCBS at 1-800-579-8022.
Stipend/Paycheck	<ol style="list-style-type: none">1. Supervisor2. gradschool-assistantships@ncsu.edu3. Payroll (919-515-4350)
GSSP Tuition or Health Insurance	Gradschool-GSSP@ncsu.edu
Payroll Deduction, Refunds, Bills	Student Accounts