

## GRADUATE STUDENT ASSISTANTSHIP – ELIGIBILITY

Graduate Students must meet the following eligibility criteria at all times in order to receive and hold a Graduate Assistantship:

- Admitted to the Graduate School in full graduate standing
- Enrolled [full-time](#) in the Fall and Spring semesters, at all times, for GSSP benefits
- Be in good academic standing (i.e. 3.00 grade point average or higher)

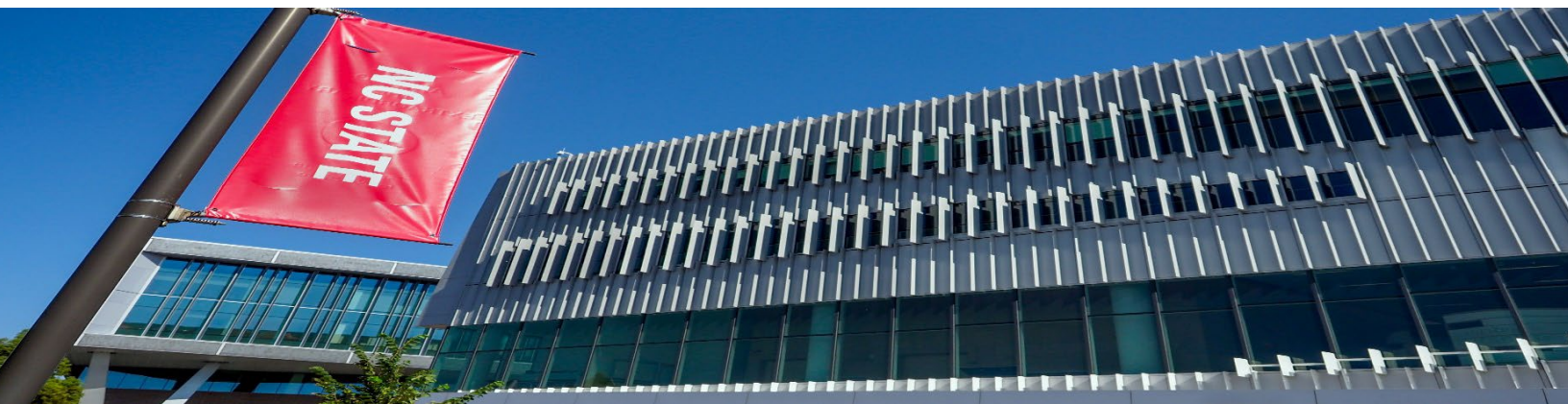
Graduate appointments are one of the following types:

- Teaching Assistant (GTA):** Participate in the teaching mission of a unit as instructor of record, lab instructor or responsibilities in direct support of classroom instruction.
- Research Assistant (GRA):** Participate in the research mission of a unit in the design of experiments, data collection, analysis, reporting of research results, or provides general support to the research mission of the department or program.
- Research & Teaching Assistant (GRA/TA):** Participate in a combination of teaching and research responsibilities as stated above.
- Services Assistant (GSA):** Participate in responsibilities outside of the teaching and research mission of the department or program.

\*See [The Graduate School Handbook, Section 4.1](#) for full descriptions.

**Qualifying TA, RA, and RA/TA are eligible to receive tuition and health insurance benefits through the [Graduate Student Support Plan](#). GSA appointments are not eligible for GSSP benefits.**

For more information  
Contact Your [Department Director of Graduate Program/Graduate Service Coordinator](#)  
Contact Graduate School at [grad-assistanships@ncsu.edu](mailto:grad-assistanships@ncsu.edu)



## GRADUATE STUDENT ASSISTANTSHIP – CHECKLIST

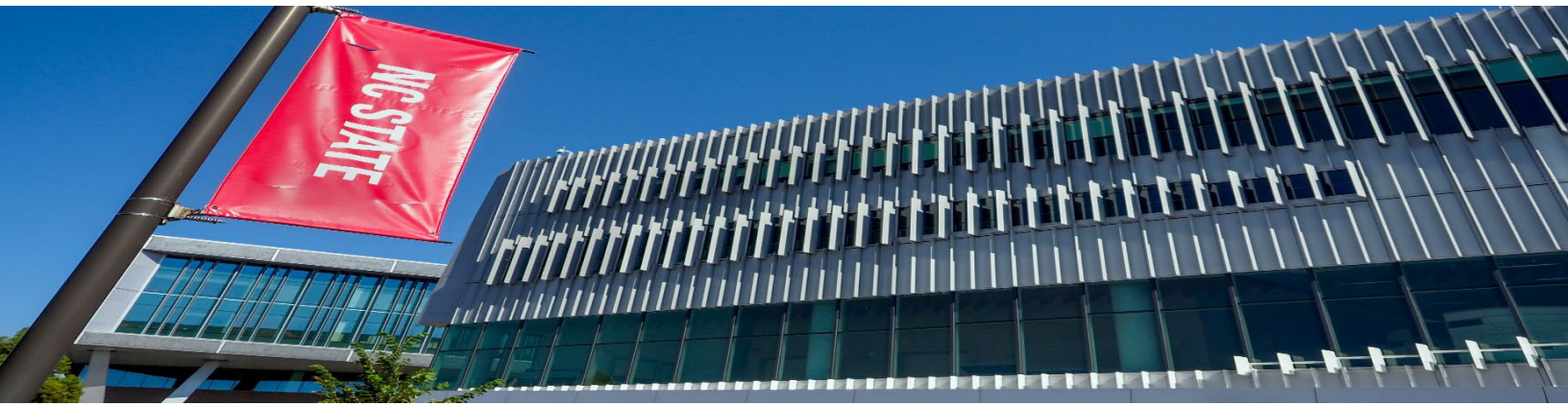
This checklist is to help graduate students complete all required actions for the Graduate Appointment.

- Sign Electronic GA Terms and Conditions Letter:** The NextGen Appointment System is a paperless GA Hiring System used by the university for Graduate Appointments. The NextGen system is used by hiring departments and programs to create an electronic Terms and Conditions (T&C) letter that will route to the supervisor and the student for electronic signatures. You will receive a notification email to accept the GA T&C electronically.
- Enroll in Direct Deposit:** All university employees including GAs must enroll in direct deposit to be paid. You must enroll in direct deposit by logging into your MyPack portal and clicking the Employee Self Service tab. Refer to [instructions](#).
- Complete I-9 (Employment Eligibility Verification):** All U.S. employers must verify the identity and employment authorization of individuals (citizens and non-citizens) hired for employment in the US. The federal law requires completion of Section 1 of the Form I-9 [Employment Eligibility Verification](#) on or before the first day of employment and Section 2 within 3 days after the hire date. Both employees and employers must complete the form.
- Apply for NC Residency (Out of State Graduate Students):** Upon admission to NC State, domestic Out of State students who are eligible to convert their residency to in-state are expected to begin the process of completing residency acts as soon as they arrive on campus. Students in this group are expected to complete a residency reclassification application prior to the posted deadline for their one-year anniversary academic term. It is expected that qualifying students will receive a favorable reclassification decision. Refer to the [Graduate School Residency website](#) for additional information.
- Enroll in Payroll Deduction for Fees (Optional):** Graduate Assistants have the option to enroll in payroll deduction to pay their student fees. Payroll deduction option is not available to students supported on Fellowships. Students can pay the student fees over six pay periods. Students can sign up for Payroll Deduction from their account in [MyPack portal](#). Refer to [instructions and information](#).

For more information

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- Attend New Teaching Assistantship Workshop (Strongly Recommended):** New TAs' are strongly recommended to attend the "New Teaching Assistantship Workshop" offered by the Graduate School. More information can be found on the Graduate School Professional Development website.
  
- Apply for Social Security Number (International Graduate Students):** All international students and scholars in F-1 or J-1 status and currently employed by NC State are required to apply for a Social Security Number (SSN). **Students cannot work in the US and receive payment without an SSN.** International students who hold a fellowship are not required to have an SSN to receive their award but may have to meet with the International Tax Office to determine their tax liability. Please see the University's [SSN Resource Page](#) for more information and guidance on the process.
  
- Schedule International Tax Assessment (International Graduate Students):** All international students employed on campus or who will receive a fellowship, scholarship, as well as other payments are required to have a tax assessment to help determine their tax liability in the U.S. For more information, please see the [NC State Office of International Compensation and Taxation](#) webpage.

Refer to Graduate School "GA Checklist & Information" website in the Funding section for additional information regarding GA appointment, FTE, Payroll, Taxes, and Employment Verification.

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