

# Graduate Assistant Work Authorization Form



New Appointment (W-4, I-9 must be attached)

Reappointment

Termination\*

Change\*

Name \_\_\_\_\_  
Last First Middle

Tech ID # \_\_\_\_\_

**Appointment Information – Hiring Department Completes (Shaded areas for Business Services/Graduate Office use only)**

Research Assistant (**RA**) engaged in a variety of duties, with some duties involving a research component.

Research Assignment: \_\_\_\_\_ (10072)

Teaching Assistant (**TA**), working under supervision as an instructor, lab assistant, or coach.

Teaching Assignment: \_\_\_\_\_ (10072)

Graduate Assistant (**GA**), not involved in research or direct instruction.

Work Assignment: \_\_\_\_\_ (10189)

Department \_\_\_\_\_ Cost Center \_\_\_\_\_ Routing ID \_\_\_\_\_

	Salary	Appointment Dates	Work Authorization #
Fall	\$ _____	_____ to _____	
Spring	\$ _____	_____ to _____	
Summer	\$ _____	_____ to _____	
Intersession	\$ _____	_____ to _____	

**"Termination" or "Change" please enter the following:**

	Change in Salary	Dates	Work Authorization #
Fall	\$ _____ to _____	_____	_____
Spring	\$ _____ to _____	_____	_____
Summer	\$ _____ to _____	_____	_____
Change in Cost Center From: _____ to _____			

1. \_\_\_\_\_  
Student Phone Date

2. \_\_\_\_\_  
Department Chair/Director Supervisor Tech ID Phone Date

3. \_\_\_\_\_  
College Dean or Vice President Date

4. \_\_\_\_\_  
International Student Office (if applicable) Date

5. \_\_\_\_\_  
Dean of Graduate Studies Date

**Tuition Waiver:**  
Fall \_\_\_\_\_ Credits  
Spring \_\_\_\_\_ Credits