



Domestic Research Assistant or Administrative Assistant Checklist

GA Last Name: _____ GA First Name: _____ GA DAWG #: _____

GA Signature: _____ Date: _____

All forms below must be signed and included for a new hire’s packet to be processed.* Packets missing any of the below forms, signatures, and/or memo’s requesting an exception will be returned for missing items which may delay student’s stipend and tuition waiver. For a re-hire, please provide the checklist, registration, and notice of appointment. All renewals of future tuition waivers are subject to GAU guidelines and department needs.

Please arrange forms in order listed below.

Forms can be found at: <http://hr.siu.edu/forms/grad.php>

If you have questions, please contact the GA Office at (618) 453-4555.

*Form I-9 can be submitted to Human Resources separately if the student is not present to sign.

- Checklist
- Notice of Graduate Assistant Appointment (*must include “Statement of Purpose for Collection of Social Security Numbers” & “New Health Insurance Marketplace Coverage Options and Your Health Coverage”*)
- DCFS Acknowledgement of Mandated Reporter Status
- Personal & Professional Data Form (*send one additional copy of P&P Data Form*)
- Federal Form W-4
- Direct Deposit Authorization Form
- Form I-9, Employment Eligibility Verification (*send pages 7 & 8 only*)
- SIU Ethics Training Program Completion Form
- Student’s class registration for the semester
- Statement of Selective Service Registration
- Administrative Posting (*must include job posting for assistants entering new position for the first time*)
Exception Memo (*only required if: Extension of Months of Support, Non-Declared, Student Work*)

Preparer Information for Questions/Problems:

Packet Prepared By: _____

Preparer’s Phone: _____

Preparer’s Email: _____

Preparer’s Mail Code: _____