



# International New Hire Research Assistant or Administrative Assistant Checklist

## To be completed by graduate assistant:

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. All renewals of future tuition waivers are subject to GAU guidelines and department needs.

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

GA Last Name: \_\_\_\_\_ GA First Name: \_\_\_\_\_ GA DAWG #: \_\_\_\_\_

GA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To be completed by hiring department/school.

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 Acknowledgment of Mandated Reporter Status

Personal & Professional Data Form Original

Personal & Professional Data Form **Copy**

Direct Deposit Authorization Form

Form I-9, Employment Eligibility Verification or Form I-9 can be submitted to Human Resources separately if the student is not on campus to complete.

SIU Ethics Training Program Completion/ Sexual Harassment Training for New Hires Completion Form (submit signature page only)

VISA Status Verification Form (Issued to graduate student by the Center for International Education)

Student's class registration for the semester (Official transcripts need to be received by the Graduate School before student is allowed to register.)

Statement of Selective Service Registration

Administrative Assistant taxation frequently asked questions (must provide a copy to graduate assistant.)

[Click here](#) to access the document with the administrative assistant taxation frequently asked questions.

Administrative Posting

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: \_\_\_\_\_

## NOTE

Forms required and/or processed by the Center for International Education (CIE):

DS2019 or I20 - Passport - I94 - Form W8 Ben - W4 - Alien Information Collection Form - Social Security Number (SSN) Request Documents

The forms required by the CIE are not required to be submitted with the Notice of GA appointment packet. Graduate student need SSN before they can be paid