



REHIRE Graduate Assistantship Checklist

To be completed by graduate assistant.

All forms below must be signed and included with GA contract 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 (Only submit first two pages of contract.)

Student's class registration for the semester

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: _____