

INTERNATIONAL GRADUATE ASSISTANT PAPERWORK

As an international student with an assistantship, you must file a number of forms. You should complete each of the forms in the following two checklists, file the forms with the appropriate unit, and get a signature confirming that the form has been filed. You must complete Checklist #1 as soon as possible (preferably before classes start) and **you cannot start working for us until you complete Checklist #1!!!** Checklist #2 involves forms that require you to have your social security number (it may take some time for the number to be issued) so you need to work on getting your social security number immediately; you can start work before completing Checklist #2. Return the completed checklists to Robert "Dr. Bob" Gardner in the Department of Mathematics and Statistics.

Checklist #1

NAME _____ E-NUMBER _____ FIRST SEMESTER _____

FORM	FILED WITH	DATE	CONFIRMATION SIGNATURE
ETSU Employer Social Security Letter	Math & Stats Dept.	___ / ___ / ___	_____ Robert Gardner
F-1 Visa Status	International Programs and Services	___ / ___ / ___	_____ Maria Costa or I.P.S. Representative
Direct Deposit	Human Resources	___ / ___ / ___	_____ Tammy Hamm or H.R. Representative
GA Employment Form	Human Resources	___ / ___ / ___	_____ Tammy Hamm or H.R. Representative

Checklist #2

NAME _____ E-NUMBER _____ FIRST SEMESTER _____

FORM	FILED WITH	DATE	CONFIRMATION SIGNATURE
I-9	Human Resources	___ / ___ / ___	_____ Tammy Hamm or H.R. Representative
W-4	Human Resources	___ / ___ / ___	_____ Tammy Hamm or H.R. Representative
Glacier	Director of Auxiliaries/ Nonres. Alien Tax Comp. Financial Services	___ / ___ / ___	_____ Jennifer Crigger or Representative

ABOUT THE FORMS, WHERE TO FIND THEM, AND WHERE TO FILE THEM

The *F-1 Visa* allows you to enter the U.S. as a full-time student. With this visa you may not work off-campus during your first academic year (after that, there are various programs available for off-campus employment), but you can accept on-campus employment, such as an assistantship, subject to certain conditions and restrictions. Maria Costa, Director, International Programs in Room 122 of Yoakley Hall can confirm your status and give more information. Online information from the U.S. Citizenship and Immigration Services can be found at:

[http://www.uscis.gov/working-united-states/
students-and-exchange-visitors/students-and-employment](http://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment)

The *I-9 Form* is the *Employment Eligibility Verification* form which is required by the U.S. Department of Homeland Security. A copy is required to document verification of your identity and the authorization for your employment by ETSU. For more details and a copy of the I-9, see

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

The last page lists the types of documents needed to confirm your identity. You must file a copy of this with the ETSU Office of Human Resources in Room 307 of Burgin Dossett Hall.

The *W-4 form* is required by the U.S. Department of the Treasury and Internal Revenue Service. It is filed with Human Resources. The information on this form is used to calculate your federal income tax withholdings. The form is online at:

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

The *Direct Deposit Authorization Form* is required of all ETSU employees. At the end of each month you are on contract, your pay will be electronically transferred to your bank account and you will receive a secure e-mail with a PDF file of your paystub. **You must have a bank account** before you can complete this form! The form requires your bank's routing number and your account number. The Tennessee Credit Union has a branch in the ETSU bookstore in the Culp Center and this is very convenient (though there are several banks near campus). The form is online in Word at:

www.etsu.edu/fa/fs/documents/apdirect_3_8_10.doc

This is filed with Human Resources.

The *Graduate Assistantship Employment Form* is a form created by the School of Graduate Studies and must be filed with Human Resources. The form requires you to provide previous education and employment experience. It also has a "Conflict of Interest" component concerning the privacy necessary when you are dealing with student records. A copy is online at:

http://www.etsu.edu/gradstud/documents/forms/Ga_Ts_packet.pdf

You must have current *Glacier paperwork* on file before payroll can be processed. For more information contact Jennifer Crigger, Director of Auxilliaris, Room 202V Burgin Dossett Hall. She can be reached at criggerj@etsu.edu or by phone at (423)439-6887. You must update your Glacier paperwork every semester you are on assistantship!

The *ETSU Employer Social Security Letter* is completed by the math program graduate coordinator, Robert Gardner, Room 308 Gilbreath Hall. You will present this letter to the U.S. Social Security Administration when applying for a social security number. The local office is located in Suite 203, 818 Sunset Drive, (423)282-4761, near Mahoney's Outfitters. With good F-1 visa status, you may work while your social security number application is being processed. A template for the letter (which must be printed on departmental letterhead) is online at:

www.etsu.edu/honors/international/documents/dept_employer_ssn_template_f_1.doc

Additional information on assistantship policies and procedures is online at:

http://www.etsu.edu/gradstud/gats_policies.aspx

and in the *Graduate Assistant/Tuition Scholar Handbook*:

<http://www.etsu.edu/gradstud/documents/gatshandbook.pdf>

All web addresses were accessed (and active) on March 12, 2015.

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