

**School of IT&Engineering
Graduate Assistantship Appointment**

Employee Information

Last Name	First Name	SSN
Address	City	State Zip
Home Department	MSN	TKL (Timekeeping Location)
Date of Birth	Sex	Race
Country of Citizenship	Native Language	TOEFL Score
Annual Salary \$	Submitted by	

Assignment Information

Teaching Assistant	Research Assistant
10 Hrs/week	10 hrs/week
20 Hrs/week	20 Hrs/week
Acct Title	Acct Title
Acct Number	Acct Number
FTE	FTE
Start Date ____/____/____	Start Date ____/____/____
End Date ____/____/____	End Date ____/____/____
Appt Salary \$	Appt. Salary \$
TA Assignment	
TA Supervisor	RA Supervisor

Appointment Resignation/Termination Effective Date: _____

Notes:

Student Contract Information: I hereby accept the graduate assistantship offered me as indicated above and agree to adhere to the regulations governing the award. I understand that my graduate admission application will be the primary source of information in the consideration of my assistantship application. Upon request I will furnish any additional information. If my native language is not English, I must have a minimum TOEFL score of 600 and I must take the SPEAK test (with a minimum score of 230) to have primary responsibility for a class or lab. I understand that I must be registered for a minimum of 6 credit hours per semester to be eligible for tuition waiver, unless I need fewer than 6 hours to complete my degree and graduate. I realize that I must earn at least \$4000 from GMU from academic related activities in the fiscal year to be eligible for a tuition waiver. I understand my enrollment will be monitored on the last schedule day and that my stipend will not be issued unless I am enrolled for the minimum number of credit hours required.

Student Signature: _____ Date: _____

Preferred department for check to be sent to: _____

Principal Investigator		Department Chair	
Sponsored Programs		Dean	
Human Resources			