2015-2016
Graduate Assistantship Application Checklist

If you are requesting a new graduate assistant, you will need to enter the position online at: http://www.nyit.edu/graduate_assistant_positions/request.

Please make sure all applications include:
1. Graduate Assistantship Application
   - Web Post Number (if applicable)
2. The appropriate tax form for your GA, please use one from the four listed below:
   - 8233 Form – used only when your GA is not from the US or India (please call Academic Affairs at 516.686.1376 and we will look up the country code)
   - Per Allowance Form - used only when your GA is not from the US or India (please call Academic Affairs at 516.686.1376 and we will look up the country code)
   - Indian Student Tax Form – for Indian Students only (Please make sure they put their SS# on this form)
   - W-4 Form – for US students only (Please make sure they put their SS# on this form)
3. NYIT Tax Information Form
4. FERPA statement – needs to be filled out only if the student will be working with sensitive documents/information
5. On-Campus Employer Intent Letter – needs to be filled out and processed through the International Office only if a student needs a Social Security number prior to working
6. Copy of Social Security Card
7. I-9 Form
   - Please see Page 1 and Page 2 instructions below

All forms can be found online at: http://www.nyit.edu/academic_affairs/graduate_assistantship/.
This page to be filled out by the student ONLY

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Names (If any)
Address (Street Number and Name) Apt. Number City or Town State Zip Code
Date of Birth (mm/dd/yyyy) U.S. Social Security Number E-mail Address Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Employee: Date (mm/dd/yyyy):

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

Signature of Preparer:
Last Name (Family Name) Address (Street Number and Name) City or Town State Zip Code

This section ONLY needs to be filled out if someone is doing it on the students behalf

Check here if the student is an F1

Check here if the student is a US Citizen

I-20 Expiration Date

This should be signed by the student on or before the hire date

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This page to be filled out ONLY by the NYIT representative who examines students identification documents.

U.S. students to fill out List A with JUST their passport information OR List B + List C.

If the student is an F1, they need to fill out all three sections of List A ONLY.

This document # is the I-94 number.

This is the “Admit Until Date” on the I-94.

This document # is the N000... number on the passport.

All paperwork needs to be SIGNED and filled out before the date of hire that you indicate here.

This date MUST match date on front page.

To be filled out by NYIT Rep.

Form I-9 03/08/13 N