GRADUATE ASSISTANTSHIP APPLICATION CHECKLIST 2020-2021

All Graduate Assistantship applications are to include:

1. **Graduate Assistantship Contract**
   (initiated electronically by supervisor or designated New York Tech representative via the electronic contract and timesheet system.)

2. **Documentation**

   Required Identification, Tax, and Immigration Forms for graduate assistantship *(NOTE: Only GAs are required to submit tax forms, not RAs or TAs):*

   - **Form W-4 (2019)** *(U.S. Citizens & Permanent Residents only)*
   - **Form 8233** *(International students from the following countries only. All other international students are not required to submit a tax form.)*
     - Bangladesh
     - China, People’s Republic of
     - Commonwealth of Independent States (CIS): Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan
     - Cyprus
     - Czech Republic
     - Egypt
     - Estonia
     - France
     - Germany
     - Iceland
     - Indonesia
     - Israel
     - Kazakhstan
     - Korea, South
     - Latvia
     - Lithuania
     - Morocco
     - Netherlands
     - Norway

*GA Application Checklist 2020-2021*
- Pakistan
- Philippines
- Poland
- Portugal
- Romania
- Russia
- Slovak Republic
- Slovenia
- Spain
- Thailand
- Trinidad & Tobago
- Tunisia
- Ukraine
- Venezuela

- **NYIT Tax Information Form**

- **Form I-9 (Employment Eligibility Verification)** – including copies of identifying documents (based on list of acceptable verification documents on page 3 of Form I-9).

NOTE: Only the student may fill in the first page of this two-page document, and only Academic Affairs or the New York Tech representative may fill in the second page. See Instructions for Form I-9.

- **On-Campus Employer Intent Letter for Social Security Card** – only for students who need a Social Security number. To be filled out then processed through NYIT’s International office.

- **Student Worker FERPA Statement**

All forms may be found online at [http://www.nyi.edu/academic_affairs/graduate_assistantships](http://www.nyi.edu/academic_affairs/graduate_assistantships).