



NEW YORK INSTITUTE OF TECHNOLOGY

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

- 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.nyit.edu/academic_affairs/graduate_assistantships.