GRADUATE ASSISTANTSHIP APPLICATION CHECKLIST 2018-2019

Please make sure all application packets include:

1. Graduate Assistantship Application Form

2. The appropriate tax form for your GA:
   - Form W-4 – U.S. citizens and permanent residents only
     OR
   - Form 8233 – International students from the following countries only
     (NYIT students from all other countries 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 and Tobago
Tunisia
Ukraine
Venezuela

3. NYIT Tax Information Form

4. Form I-9 (Employment Eligibility Verification),* including copies of Identifying documents (based on list option selected – List A or Lists B+C)

   Academic Affairs is now accepting only the fillable, electronic version of Form I-9, for ease of use and minimization of errors; drop-downs provide guidance and instructions.

5. Copy of Social Security Card (with any restrictions legible)

6. Student Worker FERPA Statement

7. On-Campus Employer Intent Letter – to be filled out and processed through NYIT's International Office, **only** if a student needs a Social Security number

All forms may be found online at http://www.nyit.edu/academic_affairs/graduate_assistantships.