GRADUATE ASSISTANTSHIP APPLICATION CHECKLIST 2023-2024

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** (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
- New York Tech Tax Information Form

- Form I-9 (Employment Eligibility Verification) – including copies of identifying documents (based on list of acceptable documents on page 2 of Form I-9).

NOTE: Only the student may fill in Section 1 of this document, and only Academic Affairs or the New York Tech representative may fill in Section 2. 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 New York Tech’s Graduate, Global & International Admissions office.

- Student Worker FERPA Statement

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