

Appoint  
 Terminate  
 Change

**UNIVERSITY OF SOUTH CAROLINA  
 GRADUATE ASSISTANCE SERVICES**

1st Copy - Payroll  
 2nd Copy - Department  
 3rd Copy - Financial Aid  
 4th Copy - Grad. School

Originating Department Phone Department Contact

SSN Class Slot

Name First Middle Last Salary

Hour Rate Part Time Basis Home Department Job Title

Begin/Effective Date End Date Hrs./Week Hrs./Appt.

MM DD YY MM DD YY

Emp. Type Main/Reg./Branch TTV FLSA (1,2,3) Check Dist. Time Dist.

Fed (Y,N) State (Y,N) FICA (Y,N) Override

Expected Earnings I-9 Date Visa

MM DD YY

An 1-9 Form is attached was submitted. New Student Enrolled

Expenditure Codes for Graduate Assistantships: 51351 - Graduate Teaching Assistant 51352 - Graduate Staff Assistant 51353 - Graduate Research Assistant 51354 - Graduate Instructional Assistant 51361 - Graduate Teaching - Summer 51362 - Graduate Staff - Summer 51363 - Graduate Research - Summer 51364 - Graduate Instructional - Summer
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Dept.	Fund	Class	Analytical	F/V	FO/S	Campus	Amount	Percent

**Remarks**

**Eligibility Information (Please check all statements that apply.)**

This graduate student has been admitted to a degree program or will be admitted during the first term of this appointment.  
 A current Action Sheet has been submitted is attached.

This graduate student has been informed that she/he must be enrolled for at least six graduate credit hours during each term of the requested appointment (except SS I and SS II for which the requirement is one graduate credit hour each)

This graduate student is an international student. I have notified the student that before the special tuition rate can be applied and a paycheck can be received, he or she **MUST** visit International Program for Students in room 123 Byrnes to verify employment eligibility.

**ADDITIONAL CERTIFICATION REQUIRED ONLY FOR TEACHING AND INSTRUCTIONAL ASSISTANTS.**

YES NO (check one) This graduate student has 18 graduate credit hours in (academic area).

I have informed this graduate student of the training required for all GTAs/GIAs at USC.

This prospective GTA/GIA will attend the Instructional Development Project workshop next August.

This prospective GTA/GIA is an international student who will also attend the special workshop for international GTAs/GIAs next August.

By separate letter I am requesting that this prospective GTA/GIA be exempted from the IDP workshop(s) because the GTA/GIA has received training previously or has appropriate teaching experience. (NOTE: A separate letter is not needed for those who already have attended IDP training at USC; simply check here .)

(signed) Graduate Director) Date

Department Date Payroll Date

Graduate School Date International Programs Date

FOR GRADUATE SCHOOL USE ONLY: Reduction Code