



GRADUATE ASSISTANTSHIP APPLICATION

Priority deadline for the fall semester is April 1.

Priority deadline for the spring semester is November 1.

Applications will be accepted and considered after these dates.

DEPARTMENT TO WHICH YOU ARE APPLYING: _____

- Please submit this application, along with a **current resume** and **recommendation form**. Returning graduate assistants need only submit this form.
- **Important note:** Graduate assistants assigned to GAA positions will be taxed differently from those assigned as GTA's or GRA's. Please review page 2 of this application for important information regarding GA classifications and taxes.

New application

Re-application for current GA position

Name _____ A# _____ Academic year: _____

Address _____
Street City State Zip

E-mail Address _____ Phone Number: (____) _____ - _____

CURRENT OR PROPOSED GRADUATE PROGRAM AT AUSTIN PEAY STATE UNIVERSITY:

Degree:	Major:
Expected graduation date (semester and year):	

EDUCATIONAL BACKGROUND:

College or University	City, State	Dates Attended	Degree Earned	GPA

By affixing my signature, I attest that all information on this application is complete and true.

Signature of Applicant

Date

HIRING DEPARTMENT

Please complete this portion of the form and forward it to the College of Graduate Studies for final approval.

Type of assistantship: GTA GRA GAA GTA (revenue-generating)

Funding source: Department COGS

Signature of Hiring Manager or Department Chair

Departmental FOAP

Date

Note: A graduate assistant must be fully admitted into a graduate program and registered as a full time graduate student before a GA assignment can begin. Graduate admission documents and enrollment will be verified through the College of Graduate Studies.

Signature, Dean of the College of Graduate Studies

Date

Please note:

- Graduate assistant applications are active for one academic year only. A new application must be submitted for each new academic year to be considered for an assistantship appointment.
- A graduate assistant must be fully admitted into a graduate program and registered as a full time graduate student before a GA assignment can begin.
- The maximum number of years a graduate student can be appointed an assistantship is two, or four academic semesters.
- To maintain eligibility, the graduate assistant must complete all duties satisfactorily and maintain a cumulative GPA of at least 3.0.

Important tax information:

- A **GTA** or **GRA** is eligible for a stipend each semester (minimum \$2,600) and a tuition waiver to cover the cost of tuition and fees, not to exceed the cost of 12 graduate credit hours and associated fees or \$5,500 per academic semester. GTA's and GRA's are not permitted to work more than 20 hours per week during the fall or spring semesters. The GTA or GRA is eligible for a full tuition waiver per Internal Revenue Code 117. For the GTA or GRA, only the stipend (\$2,600 per semester) is subject to income taxes.
- A **GAA** is eligible for a stipend each semester (minimum \$2,600) but is **not** eligible for the same tuition waiver as a GTA or GRA. However, the sponsoring department can pay the GAA the equivalent of the tuition waiver (not to exceed the cost of 12 graduate hours and associated fees or \$5,500 per academic semester) in addition the stipend amount. For example, the sponsoring department could pay the GAA a total semester stipend of \$8,100 (this amount is taxed per IRS Code 117), of which \$5,500 would cover the cost of tuition and fees. The GAA may elect to have the tuition and fees deducted in equal installments from each stipend payment. To initiate this process, the GAA is required to sign a payroll deduction form in the Office of Human Resources. GAA's are not permitted to work more than 20 hours per week during the fall or spring semesters. The GAA is **not** eligible for a full tuition waiver per Internal Revenue Code 117. **For the GAA, the total award is subject to income taxes;** this includes both the tuition amount and the \$2,600 stipend. In the example above, \$8,100 would be taxable as income.

Campus Units that Typically Hire Graduate Assistants			
Academic Units	Position*	Service Units	Position*
Biology	GTA	Academic Affairs	GAA
College of Business	GRA/GTA	Academic Support Center	GTA/GRA/GAA
College of Education	GTA/GAA	Admissions/New Student Services	GAA
College of Graduate Studies	GRA/GAA	Adult & Non-Trad. Student Center	GAA
Communication	GTA	African American Cultural Center	GAA
Computer Science & Info Tech.	GTA	Center for Field Biology	GRA
Engineering Technology	GTA	Center for Teaching & Learning	GTA
HHP/Athletics	GTA	Center of Excellence Music	GTA
History & Philosophy	GTA	Counseling Services	GRA/GAA
Languages & Literature	GTA	Health Services	GAA/GTA
Mathematics & Statistics	GTA	Hispanic Cultural Center	GAA/GRA
Music	GTA	Inst. Research & Effectiveness	GAA/GRA
Psychological Science & Coun.	GTA	Military Student Center	GAA
School of Nursing	GAA	Office of Undergraduate Research	GRA/GAA
Social Work	GTA	Student Financial & VA	GAA
*Position may depend on job duties and/or student's program of study. For general descriptions of GRA, GTA, and GAA classifications, visit http://www.apsu.edu/grad-studies/graduate-assistant-handbook#types .		Student Life & Engagement	GAA/GTA
		Student Publications	GTA/GAA
		Study Abroad & Int'l Exchange	GAA
		University Rec./Foy Fitness Ctr.	GTA/GRA/GAA