

**Eligibility Guideline for Appointment of Graduate Assistant (Job code #2325)**

**Requirements by Graduate Division**

**Appointments must be filed, eligibility determined, and an E-TRAC approval received before a student begins work.** The student certifies his/her eligibility on the **Graduate Assistant (GA)/Graduate Teaching Associate (GTA) Eligibility Certification** form and should provide you with evidence of classified status and a 3.0 or higher GPA. Inaccurate eligibility information may result in the student being terminated from the appointment and salary lost for any work already completed. For the steps in filing a Graduate Assistant/Graduate Teaching Associate Appointment, refer to the Graduate Dean's Appointment Memo.

The following appointment conditions must be met:

- **3.0 GPA:** The GA must be in classified (or conditionally classified) graduate status and maintain a 3.0 (B) cumulative grade point average.
- **Academic Probation:** The GA may not be on academic probation due to earning a grade point average below 3.0 in the immediately preceding semester.
- **Current Registration:** The student must be registered for a minimum of 3 units in coursework **applicable to the degree**. The only exception is for a student who registered in one of the culminating experience courses, 892, 893, 894, 895, or 898, **in the immediately preceding term**. Departments may require some form of registration the semester of graduation.
- **Current Registration for International Students:** *International students must be enrolled in at least 8 units. The only exception is for a student who registered in one of the culminating experience courses (appropriate for specific degree completion), 890, 892, 893, 894, 895, 898 or 998, in the immediately preceding term. The student, however, must completed the Full-Time Equivalency Request form two weeks before the beginning of this semester and have submitted it to the Office of International Programs. The form is available online at <http://oip.sfsu.edu/f1/current/forms>.*
- **Maximum Term:** A student in a 30-unit graduate program may only work as a GA for four semesters. Students in longer programs may work for a proportionately longer time, up to a maximum of 6 semesters. Any exception will require a departmental memo justifying continued employment.
- **Work-related Courses:** Specific reference must be given to the course(s) for which the student is working, with a description of the duties involved.
- **Appropriate Work:** A student cannot be registered in a course for which there is a work-related assignment, and must not be given work responsibilities involving preparation or evaluation of tests or papers in a graduate level course.
- **Multiple Positions:** A GA who is appointed for fewer than 20 hours per week may hold another part-time student position (e.g., student assistant, work-study, or Graduate Teaching Associate), but the combined hours must not be greater than 20 hours per week. A student **cannot** be appointed in a lecturer or staff position and a GA position simultaneously.
- A GA is paid a salary, not an hourly rate; however, for convenience it is desirable to establish a **minimum number/dollar amount** to be worked for the salary received. For semester appointments, the total number of hours can be determined by multiplying 17 weeks in the semester times the number of hours to be worked each week, according to the time percentage of the appointment.

**Hiring International or Non-Resident Aliens as Graduate Assistants/Graduate Teaching Associates:** International students who hold an F-1 or J-1 visa may work on campus as GAs/GTAs. They are only authorized to work in the U.S. in on-campus jobs for a total of 20 hours/week (all positions combined), as is true for all GAs.

The hiring procedures and paperwork are as follows:

- Department initiates and hires the student, completing all regular paperwork.
- If the student is a US Citizen or has a Greencard per their I-9, the student is processed as a domestic hire. If the student does not have a copy of their I-9, they can obtain one at Financial Aid.
- If the student does **not** have a Greencard, please follow the procedure below:
  1. The hiring department must direct the student to the Office of International Programs (OIP) in the Village at Centennial Square to obtain and verify an *On-Campus Employment Certification form*.
  2. Graduate Assistants/Graduate Teaching Associates will need to bring the OCEC form back to their hiring manager to complete the I-9 process.
  3. The hiring department must enter all I-9 information for international graduate students into Campus Solutions.
  4. Remind the student to schedule a required appointment with the University Tax Specialist at <http://fiscaff.sfsu.edu/taxservices> and bring the following:
    - Passport, Visa, SS card, I-20, and other pertinent documents for review
    - Internal Audit will generate the EAR (Employee Action Request) form and the necessary IRS forms.
  5. The student must then bring the tax forms back to the hiring manager.
- The hiring department completes the hiring package as noted in the procedures (refer to the Dean's Appointment Memorandum).

**Semester Appointments:** It is important to remember that with semester appointments, Graduate Assistants earn five checks by working the first four months of each semester; hence they cannot be terminated in the fifth month inasmuch as they have already earned the fifth check, like faculty members. Graduate Teaching Associates are paid on the same schedule as faculty members.

**Monthly Appointments:** Paychecks are not distributed over the entire appointment period, but only for the months actually worked.

**Extended Absence:** A Graduate Assistant/Graduate Teaching Associate is paid to perform a body of work. In the event a GA/GTA has an extended absence or does not complete the assigned work, then salary should be docked. Please contact your Payroll Technician concerning docking procedures.

**All new Graduate Assistant/Graduate Teaching Associates appointments must include a completed I-9 form in accordance with the requirements of the Immigration and Control Act of 1986 (IRCA). There is a designee in each school responsible for verifying and signing the I-9 forms.**

**All new Graduate Assistants/Graduate Teaching Associates must sign the CSU Form SSA-1945 (Statement Concerning Your Employment in a Job Not Covered by Social Security).**

For more information regarding Graduate Assistant, please visit Graduate Division website:  
<http://grad.sfsu.edu/>