

## TA/GA APPLICATION CHECKLIST

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

- Employee Application**
- TA/GA Appointment Request Form**
- Internal Transcript**—must show current registration and GPA. If the student is in his/her first semester, please submit proof of registration. **\*Remember that TAs and GAs cannot be hired with an Incomplete or Fail grade on their transcript.**
- Tuition Waiver**—a new tuition waiver must be submitted each semester with an internal transcript showing registration and GPA.
- Proof of Professional Development**—applicable for returning TAs. Professional development can be demonstrated through observation letters, etc.
- I-9 Packet**

### GRADUATE OFFICE PAPER TRAIL:

- ARF out for signature
- ARF to HR
- Added to SGAASST in Banner  
Students are viewable within ARGOS in the  
**Admissions-Graduate Folder:** TAGA datablock
- E-mail TW list to Administrative Offices
- Contract letter to HR
- NOTE: the student will be placed on the payroll after he/she submits a signed contract letter to Human Resources.**