

# TA/GA Appointment Request Form

Please select one: \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ New Appointment \_\_\_ Reappointment

Name: \_\_\_\_\_ ID # \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Residency: \_\_\_ In-State \_\_\_ Out-of State \_\_\_ Foreign Country of Citizenship: \_\_\_\_\_ Visa Type: \_\_\_\_\_

Do you have the legal right to accept employment in the United States? \_\_\_ Yes \_\_\_ No

**Proof of identity AND either US Citizenship or employment authorization are required prior to employment.**

Position Applied For: \_\_\_\_\_ Dept: \_\_\_\_\_

I hereby authorize investigation of all statements contained in this application and attached data as provided. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form may be cause for refusal of employment or termination if I am offered a position.

I understand that all graduate employees must satisfy the application and reappointment criteria listed in the Teaching Assistant and Graduate Assistant Handbook. If offered a position, I will apply for funding through the Tuition Assistance Program (TAP) and submit a current transcript as proof of matriculation and registration for at least 6 graduate credits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUNY New Paltz does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation in accordance with federal and state law. The State University of New York at New Paltz is an AA/EOE/ADA employer.

## Appointment Information

Department: \_\_\_\_\_ Account #: \_\_\_\_\_

Appointment Period: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Fall & Spring \_\_\_\_\_

Appointment Type: TA \_\_\_\_\_ GA \_\_\_\_\_ Load: Full \_\_\_\_\_ (app. 20hrs/wk) Half \_\_\_\_\_ (app. 10hrs/wk)

Stipend Amount: \$ \_\_\_\_\_ **The base stipend rates are as follows:**  
Academic year full assistant: \$5000 Academic year half assistant: \$2500  
One-semester full assistant: \$2500 One-semester half assistant: \$1250

**I-9 Packet:** Send directly to the office of Human Resources.

**Proof of Professional Development:** Applicable for returning TAs. Can be demonstrated through an observation letters, etc.

**TA/GA Assignment:** \_\_\_\_\_

Please be specific.  
This information  
will appear in the  
student's contract  
letter.

## Tuition Waiver Information

**Tuition Waiver Credits:** \_\_\_\_\_ # of graduate credits waived per semester (maximum of 6 credits)

(Academic year appointees will receive the indicated number of credits waived in the Fall and again in the Spring semester.)

**Tuition Waiver Rate:** \_\_\_\_\_ In-State \_\_\_\_\_ Out-of-State \_\_\_\_\_ Foreign  
\_\_\_\_\_ In-State MBA \_\_\_\_\_ Out-of-State MBA \_\_\_\_\_ Foreign MBA

## Authorizations

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

FTE: