Log in using your network username and password.

Select the contract year.  
(Contract year runs Fall, Winter, Spring-Summer)

Select the Graduate Assistantship Appointment Form that corresponds with the GA appointment:  
- **Standard Contract (9 mos.)**  
- **Extended Contract (10 mos.)**  
- **Full-Year Contract (12 mos.)**
Fill in the student’s **First Name, Last Name, G-Number.** GVSU Email must be GVSU student email address, not faculty/staff or external email account.

Select student’s **Degree Program** from drop-down menu. **Admission Date** can be approximate.

**Position Title** should be specific to the position/project, e.g. “English 495 Teaching Assistant.” Grant-funded and special projects GA titles should include the funding source and keywords. E.g. “MDEQ Lower Grand River Project GA,” “Health Policy SPGA.”

**Has the student previously held a graduate assistantship at GVSU?**
This question helps The Graduate School determine if the GA needs to attend the mandatory New Graduate Assistantship Orientation. Select Yes or No from the dropdown.

**Has the student submitted the following documents to Student Employment?**
Refer to the list of forms to answer Yes or No.

If the student has not completed employment forms, refer the link to the student to obtain the forms to complete. The hiring department may assist the student with the I-9 or the student may complete the forms in the Student Employment office, 100 STU. Please do not send the forms to the Graduate School.

Select the **Position Type** that corresponds with the IRS classification given to this GA position’s job description by the Graduate School. **Is the position taxable?** will auto-complete based on your selection.
**Brief Assignment/Responsibilities** should be specific to the position/project and include keywords from the GA job description.

The **Supervisor** listed here should be the person to whom the GA will directly report and who will have oversight of the GA’s work and assignments.

The **Division**, **College**, and **Hiring Unit** are drop-down lists. When you select your division, the College field and the Hiring Unit field will give you a list of units in your division from which to select. If your hiring unit is not listed, please contact the Graduate School and we can add it.

The **Budget Position Number** is assigned by the Budget Office. You can look up the Budget Position Number yourself by clicking on the magnifying glass icon.

**Residential Status** provides three options. Please use the correct resident status found in Banner, under Faculty and Advisors, Student Records Menu, View Student Major and Advisor Information.

**Tuition Covered by:** **Financial Aid** covers base-budget positions. **Financial Aid (grant match)** refers to positions with externally funded stipends and university-funded tuition. If you select this option, please see the next text box below. **Special Projects** refers to special projects GAs provided by The Graduate School. **Internal Source** includes positions that are funded internally but not from the base-budget allocation such as auxiliary or designated funds. **External Source** refers to positions wherein the tuition is paid by an outside source such as a grant or contract with an external agency (examples: National Science Foundation,
Financial Aid (grant match) refers to positions with externally funded stipends and university-funded tuition. If you select this option, a new field will pop up wherein you select either Financial Aid or FOAP. Most of the time, **Financial Aid** is the appropriate box to select. However, some funding agencies, for their own tracking purposes, ask for the tuition to be charged to the grant first, and then moved to Financial Aid. If you select **FOAP**, enter your grant match FOAP in the **FOAP for Tuition** field.

Enter the **FOAP for Stipend**. If this is a base-funded position, you would likely use your unit’s general fund from which you normally pay student wages. Please check with your unit head or PSS staff if you are unsure what FOAP to use to pay your GA’s stipend. If this position is externally funded, you may contact your grant accountant for assistance.

Select the **Terms of Appointment**, which can vary by the Appointment Form Type that you chose at the top of the web page. The drop-down menu may include: Academic Year, Fall Only, Winter Only, Spring-Summer Only, and Exception*.

**This is a**: Select either Half Assistantship or Full Assistantship.

**Start Date/End Date**: these fields will auto-complete based on the **Terms of Appointment** selected.

Enter the **Stipend** amount per semester.

*Exception: An Exception Form will need to be completed if the GA’s start/end dates are different than the auto-complete dates. Contact [The Graduate School](#) to request an Exception Form.

The **GA ID Number** will auto-generate based on the selections you make on the form.
**Department Information:** Enter the email addresses for the designated person in the department/unit and college dean’s office who are responsible for signing graduate assistantship appointments. The automated system sends an email with a link to approve the form for each GA appointment you submit. Please note that the “dean” field could instead be a vice-provost and vice-president, or someone else that the dean/VP designates to sign GA contracts on their behalf. Some colleges/divisions assign this task to an associate or assistant dean or administrative/clerical staff.

**Disclosures:**

The student should read and understand the **Disclosures.** Please note any **Exceptions,** such as requirements that the GA works during spring break or other times when classes are not in session, or work hours may include staffing evening and weekend events. Click **Submit** when you are done.

The form will route to the student for signature, then to the unit head, dean, and The Graduate School for final approval. Please note that once you submit the form, you cannot edit it, but if any changes are needed, The Graduate School has the ability to edit prior to final approval.