

RESIDENCY : R or N  
(please circle one)

THE GRADUATE SCHOOL, COLLEGE OF CHARLESTON  
GRADUATE ASSISTANTSHIP EMPLOYMENT APPROVAL FORM (GAEAF)

NOTE: ABATEMENT APPROVAL FORM MUST BE COMPLETED AND SIGNED FOR NON-RESIDENT STUDENTS

CHECK ONE: \_\_\_ HIRE \_\_\_ CHANGE: \_\_\_\_\_ TERMINATION

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

PERMANENT ADDRESS: \_\_\_\_\_

LOCAL MAILING ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITIZENSHIP INFORMATION: ARE YOU A U.S. CITIZEN? \_\_\_ YES \_\_\_ NO (IF NO, CHOOSE YOUR STATUS BELOW)

VISA: F1 or J1 EXPIRATION DATE: \_\_\_\_\_ PASSPORT # \_\_\_\_\_

PERMANENT RESIDENT EXPIRATION DATE: \_\_\_\_\_ A# \_\_\_\_\_

RESIDENT ALIEN EXPIRATION DATE: \_\_\_\_\_ A# \_\_\_\_\_

EMPLOYING DEPT. NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

STUDENT'S ACADEMIC PROGRAM: Degree (e.g. MA, MS, etc.) \_\_\_\_\_ MAJOR: \_\_\_\_\_

\_\_\_\_\_ GRADUATE ASSISTANT (8005)

\_\_\_\_\_ TEACHING ASSISTANT (8025)

\_\_\_\_\_ RESEARCH ASSISTANT (8015)

EMPLOYMENT BEGIN DATE: \_\_\_\_\_

EMPLOYMENT END DATE\*: \_\_\_\_\_

\*Contracts may not run past June 30<sup>th</sup> of the given calendar year.

HOURS/WEEK	TOTAL EARNINGS	6-DIGIT ACCOUNT #	FUNDING AGENCY	PERCENT

ABATEMENT INFORMATION (for Non-Resident Students)

TERM / YEAR	FALL /	SPRING /	SUMMER I /	SUMMER II /
Expected hours of graduate enrollment				
POSITION CODE (BAF Office)				

Has Graduate School Office approved the abatement? \_\_\_ yes \_\_\_ no If, yes, on what date? \_\_\_\_\_

BY SIGNING BELOW, I CERTIFY THAT ALL INFORMATION ON THIS CONTRACT IS CORRECT TO THE BEST OF MY KNOWLEDGE. I ACCEPT FULL RESPONSIBILITY FOR NOTIFYING THE STUDENT EMPLOYMENT COORDINATOR OF TERMINATIONS IN A TIMELY MANNER ENSURING THE ADMINISTRATION OF THE CORRECT PAY. By signing and submitting this form, I agree to record my Graduate Assistant's (8005) work hours using an internal timesheet. I understand that these timesheets are subject to both internal and external audit.

DEPARTMENTAL CONTACT: \_\_\_\_\_ DATE: \_\_\_\_\_

PROGRAM DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

GRADUATE DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT EMPLOYMENT COORD.: \_\_\_\_\_ DATE: \_\_\_\_\_