

Prepare for Your Assistantship Checklist for New GTAs, GRAs, and GAs

If you have been appointed to a graduate assistantship (GA), graduate research assistantship (GRA), or a graduate teaching assistantship (GTA), follow these steps to get ready for your appointment.

View a web-based version of this checklist at <https://www.k-state.edu/grad/admissions/incoming-students/getting-started/>. Questions about the items in this checklist or about your first semester in a graduate program at K-State may be directed to Dr. Megan Miller, Graduate School assistant director of graduate student success, at mmiller@ksu.edu or 785-532-6191.

- Review assistantship offer**
 - Your employing unit should have provided you a detailed assistantship offer that specifies the type of appointment (GA, GRA, or GTA), the stipend amount you will receive each semester, tuition support or other financial support provided (if any), the full-time equivalency (FTE) of your appointment, your appointment start date, and any other important details. If your assistantship offer did not include these details, or if you have questions, contact your assistantship supervisor in your academic program for clarification.

Inquire about documentation needed for employment

 - Consult with your hiring unit about any documentation you need to provide in order to complete employment paperwork. If you will be coming to Manhattan from another state or country, you'll want to be sure to bring any required documentation with you.

- Obtain Social Security Card**
 (applicable if you are not a U.S. citizen/permanent resident and do not have a Social Security Number)

Obtain Employment Verification Letter from ISSS

 - Your hiring department must complete and sign the “Verification of Employment and Employment Eligibility for Social Security Administration” and submit to International Student and Scholar Services (ISSS). ISSS will then issue to you a letter confirming full-time enrollment that you will need to take to the Social Security office.

Apply for SSN and visit Social Security Office

 - Ten days after entering the U.S., complete the online application (<https://www.ssa.gov/number-card>) for a social security number. Then, you will need to visit Manhattan’s Social Security office 1121 Hudson Ave suite a, Manhattan, KS 66503, 877-840-5741) to provide required documentation and complete the application process. International Student and Scholar Services will provide you with instructions on what documentation must be provided at the Social Security Office, and you can find more information on the ISSS website (<https://www.k-state.edu/iss/resources/socialsecurity.html>)

- Complete employment paperwork with department**
 - While waiting for your Social Security card, gather and start to complete I-9 and any other paperwork required by Human Capital Services (HCS) so it will be ready as soon as your Social Security card is obtained.

- Bring your Social Security card and any other required documentation to the unit in which you are employed on an assistantship. Once you bring these items and complete paperwork in your department, you are eligible for payroll.

□ **Complete the “Getting Started in Your Assistantship” Tutorial**

- This online tutorial will help you prepare for your role as a graduate assistant by guiding you through topics such as expectations and responsibilities, payroll, and benefits you receive as a graduate assistant. <https://www.k-state.edu/grad/admissions/incoming-students/getting-started/assistantships.html>
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