

# Steps for Hiring a Graduate Assistant

Department reviews applicants and makes selection

**Students must:**

- Be fully and unconditionally admitted to a program
- Have and maintain a cumulative GPA of 3.00 or higher for master/EDS and 3.25 for doctoral
- Enroll in and complete at least six (6) graduate credit hours per semester as mandated by University policy.

Department completes all necessary paperwork for student's assistantship packet. These packets include:

- Application Summary Form
- Personnel Appointment Form (PAF)
- I-9 Form
- W-4 Form with copy of Social Security Card attached
- Direct Deposit Form with a voided check attached

Completed packet is submitted to the College of Graduate Studies, MTSU Box 42 by the published deadlines each semester.

**July 15 for Fall Semester**  
**November 15 for Spring Semester**  
**April 15 for Summer Semester**

Graduate Studies reviews assistantship packet to ensure:

- Completeness of paperwork
- Student meets the requirements for an assistantship
- Department is within allotted budget

Incomplete assistantship packets are returned to departments

If any criteria is not met, the assistantship WILL NOT be awarded. The department will be notified via email from the College of Graduate Studies and should notify the student immediately.

Assistantship packet is processed:

- Recipient's information is entered into required systems
- Summary form, PAF, I-9 and W4 delivered to Human Resources for processing
- Tuition/Fee remission information prepared and delivered to Business Office for processing.
- Parking Services is notified of white parking pass eligible students

**NOTE: Students are responsible for part of their fees each term and MUST be paid by fee payment deadlines (see Registration Guide for dates)**

When offering an assistantship it is important that the student understands it is only an offer and that the College of Graduate Studies is the **FINAL APPROVING AUTHORITY**.

**An assistantship is not valid until the College of Graduate Studies has approved it.**