

5120.10 Students' Responsibilities for Assistantship Processing

- A. International students who have been granted a graduate teaching assistantship, and who do not have -a previous degree earned in a country where English is the official language of instruction in higher education [HYPERLINK TO LIST], should-must contact the Department of English Language and Literatures to schedule an appointment to take the OPT to demonstrate proficiency in spoken English Oral Proficiency Test (OPT). This test should be The assistantship candidate must successfully complete the OPT d-prior to before scheduling- an appointment date for assistantship processing. Graduate assistantship and graduate research assistantship candidates may be asked by their departments to take the OPT if there is any chance they may will have limited-classroom duties.
- B. F-1/J-1 Foreign-International students -seeking Social Security Numbers for on-campus work are required to provide documentation that they have been offered an on-campus job. A letter will be issued by tThe employing department will issue a letter that provides-verifies employment-verification. Additionally, a letter will also be provided by the UCIE office will provide a letter that verifies the visa status. The student is-will needrequired to take-submit these two letters to the Social Security Administration and apply for a Social Security card. Students may work while the Social Security application is being processed. However, they must present the-treceipt that shows they have applied before beginning any campus employment. The actual-official Social Security card should be received and presented- to the Graduate School before the second pay period.
- C. Students should-must contact the Graduate School for an appointment to sign the assistantship agreement after being-they have been notified that the assistantship agreement is ready for final processing. Appointments are made on a first-call, first-served basis. Since there are deadline dates for insuring the timely payment of stipends, students are encouraged to make an appointment as soon as possible after being notified.
- D. Students will-must complete the required tax forms and sign the assistantship agreement. Tuition will then be applied electronically for the current-designated quartersemester.
- E. Students having with a full academic yearan assistantship agreement for a full academic year (Fall and Spring Semesters) may receive a-tuition remission for subsequent terms when funding is available. The-sStudents must be registered for the appropriate number of hours each term before tuition can be applied.

5120.11 Employment Eligibility Verification

The Immigration Reform and Control Act of 1986 requires all employers to verify employment eligibility of anyone employed after November 6, 1986, and -Aall graduate assistants are required to comply with this law. Prior toBefore the appointment for final processing of the graduate assistantship agreement, students will be required to must complete, at the department, program or other office employing them, an Employment Eligibility Verification Form I-9, and provide proof of citizenship or legal alien status and eligibility to work in the U.S. Newly hired international graduate employees-assistants must complete and sign section 1 of form I-9 no later than the first day of employment. Employers or their authorized representatives must complete section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. The proof required for employment eligibility is contained-described on the back page of the I-9. Please note that if a student cannot provide a document from List A on Form I-9, then a-documents from both List B and List C must be provided. However, international students with visas must provide a valid passport and form I-94 form as proof of legal alien status. Additionally, all international students must have an approved work authorization from the UCIE office dated no later than the beginning date shown on their assistantship.

5120.12 Second Year Continuing Assistantships

- A. Departments, ~~or Colleges~~ colleges or offices desiring to retain ~~a the same student as a~~ graduate assistant ~~appointee~~ for a second-subsequent year must send a new assistantship agreement to the Graduate School ~~for covering that the new appointment~~ period.
- B. If a graduate assistant ~~appointee~~ wishes to be ~~considered for a second-year assistantship~~ continue as a graduate assistant but in a ~~different~~ ~~other program~~ department, college, or office, he/she must ~~reapply~~ apply to that new program be appointed by that new sponsoring unit, which must send a new assistantship agreement to the Graduate School covering the new appointment period.