NEW YORK INSTITUTE OF TECHNOLOGY

GRADUATE ASSISTANTSHIP APPLICATION CHECKLIST 2024-2025

All Graduate Assistantship applications are to include:

1. **Graduate Assistantship Contract**
   (initiated electronically by supervisor or designated New York Tech representative via the [electronic contract and timesheet system](#).)

2. **Documentation**

   Required identification, tax, and immigration forms for graduate assistantship *(NOTE: Only GAs are required to submit tax forms, __not RAs or TAs__)*:

   - [Form W-4](#) *(U.S. Citizens & Permanent Residents only)*
   - [Form 8233](#) *(International students from the following countries only. __All other international students are not required to submit a tax form__.)*
     - Bangladesh
     - China, People's Republic of
     - Commonwealth of Independent States (CIS): Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Uzbekistan
     - Cyprus
     - Czech Republic
     - Egypt
     - Estonia
     - France
     - Germany
     - Iceland
     - Indonesia
     - Israel
     - Kazakhstan
     - Korea, South
     - Latvia
     - Lithuania
     - Morocco
     - Netherlands
     - Norway
     - Pakistan
     - Philippines

- o Poland
- o Portugal
- o Romania
- o Russia
- o Slovak Republic
- o Slovenia
- o Spain
- o Thailand
- o Trinidad & Tobago
- o Tunisia
- o Ukraine
- o Venezuela

- **New York Tech Tax Information Form**

- **Form I-9 (Employment Eligibility Verification)** – including copies of identifying documents *(based on list of acceptable documents on page 2 of Form I-9)*.

  NOTE: **Only the student** may fill in Section 1 of this document, and **only Academic Affairs or the New York Tech representative** may fill in Section 2. See **Instructions for Form I-9**.

- **On-Campus Employer Intent Letter for Social Security Card** – **only** for students who need a Social Security number. To be filled out then processed through New York Tech's Graduate, Global & International Admissions office.

- **Student Worker FERPA Statement**

All forms may be found online at http://www.nyit.edu/academic_affairs/graduate_assistantships.