

Assistantship Information Sheet

An assistantship award entitles you to register as a full-time student for tuition of only \$25.00 per semester, regardless of your state residency status. As a full-time student there are also mandated student fees of approximately \$730.00 each semester which cover University Health Center services, Ramsey Student Center, transportation, athletic and activity fees. Your award and the tuition reduction are designed to aid you in the pursuit of study and research. A portion of the award is specifically intended to cover the tuition and fees required to enroll at UGA. Normal full-time fees are \$3,000.00 for Georgia residents and \$10,540.00 for out-of-state students per semester. These figures reflect an increase that occurred after most of the award letters were mailed. There was also an increase in award amounts as well. Master level student awards are set at \$10,860 and Doctoral student awards are set at \$11,580 for the ten month period.

You are required to register for a minimum of 12 hours of credit each semester of the regular academic year. If you choose to register for the summer and desire the same reduced tuition, you'll be required to register for a total of 9 semester hours. Neither audit hours nor undergraduate courses count towards the 12 hours of graduate credit hours.

Your assistantship requires 13 hours per week of obligation either as a teaching assistant or research assistant. The specifics of your assignment will be available to you no later than the orientation week if you do not receive prior notice. Continuation of this assistantship during the 2009-2010 academic year is contingent upon acceptable performance evaluations by your immediate supervisor.

All graduate assistants should register each semester before classes begin. We recommend that you have your fees payroll deducted. You will have this option in OASIS when you register under a US social security number. Fall semester fees are withheld from the September through December paychecks; spring semester fees are withheld from the February through May paychecks. Students who have no social security number will have their checks held at payroll until the number is obtained.

Your award will be paid in ten monthly payments on the last working day of the months August through April and the tenth in mid May. Payroll checks will be direct deposited to your bank of choice upon completion of proper forms that you must submit. See next item for details.

New UGA employees are **required** by the Division of Human Resources to complete the on-line employment orientation. The address on line is www.hr.uga.edu/ori/orient.html . See the next page of this memo for further information at the on line orientation. You can either mail the forms to me at the address on the attached form OR you can bring them to orientation along with the following documents. First time employees of UGA **must** present an original social security card, a birth certificate, or passport and a driver's license or another picture I.D to comply with the federal Reform and Control Act of 1986. All foreign nationals must possess an F-1 or J-1 visa.

Beginning fall 2006 ALL graduate assistants are **REQUIRED** to have health insurance. See the attached sheet for further details or check the website at www.hr.uga.edu/benefits/stuins/stuins.html

ALL INTERNATIONAL STUDENTS MUST ATTEND INTERNATIONAL ORIENTATION ON AUGUST 3-7. UGA STAFF WILL ASSIST YOU WITH DOCUMENTS THAT ARE REQUIRED FOR EMPLOYMENT, i.e., SOCIAL SECURITY NUMBER APPLICATION. A small fee of \$10.00 entitles you to all International Student Life events for a full year.

PLEASE COMPLETE THE ATTACHED FORM, SIGN AND RETURN IMMEDIATELY.
If you have any questions please contact me, Geneva Foster at polgrad@uga.edu

SPIA - Employee Appointment for FY 2009-2010

| | | |
|--|--------------------|---------------------|
| Position # _____ | Budgeted By: _____ | Position Type _____ |
| Terms of Employment: | | |
| Fall _____ | % | _____ |
| Spring _____ | % | _____ |
| Summer _____ | % | _____ |
| Notes: _____ | | |
| Date of Offer: _____ Offer Letter Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Office Use
Only

| | |
|--|---|
| Name _____ | Social Security/ID # _____ |
| Local Address _____ | City/State _____ Zip _____ |
| Email Address _____ | Local Phone _____ |
| Entering Degree Program _____ | Intl Affairs _____ OR Political Science _____ |
| Marital Status _____ | Name of Spouse _____ |
| Gender _____ | Date of Birth _____ |
| Citizenship _____ | Visa Type _____ Race _____ |
| Highest Degree as of August 2008: _____ Institution _____ Date _____ | |

___ I accept the SPIA assistantship offered to me. I understand (1) that I must register for a minimum of 12 credit hours each semester of the regular academic year (2) that I must be registered before the first day of class each semester (3) that I must perform duties assigned by my department not to exceed 13 hours per week. In addition I understand that I am required to have health insurance as described on the attached handout.

___ I decline the SPIA assistantship offered to me.

I fully understand the contents of the information sheet included with my award letter. I understand that continuance of this award beyond the 2009-2010 FY is contingent upon satisfactory academic progress and satisfactory performance of any assigned duties.

Sign: _____ Date: _____

This form **MUST BE RECEIVED BY** June 19, 2009 via, email polgrad@uga.edu or geneva@uga.edu fax, 706-542-4421, or post, Geneva Foster, 104 Baldwin Hall, Department of Political Science, UGA, Athens, GA 30602