

**APPLICATION PROCEDURES FOR GRADUATE ASSISTANTS
(GTA, GRA, GA) EFFECTIVE SEPTEMBER 1, 2008
DOMESTIC APPLICANTS**

1. Send appointment memorandum with Criminal Background Check Request Form, A Summary of Your Rights Under the Fair Credit Reporting Act and Remediating the Effects of Identity Theft to applicant with the admission letter (see template [Memorandum B] recommended wording for paragraphs 1-4; wording in paragraph 5 is required).
2. Complete the top portion of the Criminal Background Check Request Form and send to Background Check Manager in the Division of Human Resources.
(Note: Allow 3-5 working days for processing)
3. Prepare the following documents and submit to the Division of Human Resources:
 - Graduate Student Appointment Form (PER-41)
 - I-9, Employment verification form (signed within 1 day of employment) with copies of ID attached
 - Substance Abuse Policy Affirmation Form
 - K-4 Form Kansas Employee's Withholding Allowance Certificate
 - W-4 Employees withholding Allowance Certificate
 - Intellectual Property Agreement
 - Tuition Waiver and Spoken English competency section on the PER 41 must be completed for Graduate Teaching Assistants

All documents can be found on the Human Resources website at <http://www.k-state.edu/hr/forms/graduatestudentforms.html> available in PDF format.