

**APPLICATION PROCEDURES FOR GRADUATE ASSISTANTS  
(GTA, GRA, GA) EFFECTIVE SEPTEMBER 1, 2008  
NON-RESIDENT ALIENS APPLICANTS WHO HAVE NOT RESIDED IN THE  
U.S. WITHIN THE LAST SEVEN YEARS**

1. Send appointment memorandum to applicant with the admission letter (see template [Memorandum A] recommended wording for paragraphs 1-4; wording in paragraph 5 is required).
2. Follow this link <http://www.k-state.edu/hr/ped/SSNRequirementsNRA.pdf> to obtain instructions on obtaining a social security number.
3. Prepare the following documents and submit to the Division of Human Resources:
  - a. Graduate Student Appointment Form (PER-41)
  - b. I-9, Employment verification form (signed within 1 day of employment) with copies of ID attached
  - c. Substance Abuse Policy Affirmation Form
  - d. K-4 Form Kansas Employee's Withholding Allowance Certificate
  - e. W-4 Employees withholding Allowance Certificate
  - f. Intellectual Property Agreement
  - g. Tuition Waiver and Spoken English competency section on the PER 41 must be completed for Graduate Teaching Assistants
  - h. On-campus work permit for Graduate Assistantship (Obtained through International Student Center)
  - i. PER 15, KSU Foreign National Tax Information form, a copy of their VISA and I-94 form.

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