

# COLLEGE OF ENGINEERING GRADUATE ASSISTANT FORM

(ALL Engineering/CUTR/IAE grad assts must submit to hiring Department/Center graduate staff, even if waiver not requested)

## REQUIRED ATTACHMENTS:

1. FINAL REGISTRATION SCHEDULE	2. SIGNED LETTER OF OFFER <u>OR</u> APPOINTMENT PAPER (ASF)
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**To be a graduate assistant** (9181, 9182, 9183, 9184, 9185, or 9550), a student must be a fulltime-enrolled graduate student in good academic standing. Only students in their final semester can drop below fulltime enrollment. (*Fulltime = 9 graduate credit hours in Fall; 9 graduate credit hours in Spring; 6 graduate credit hours in Summer*)

**To receive a tuition waiver**, a student must work in the GA job code for at least .25 FTE, resulting in at least 150 hours worked during Fall or Spring semesters, or 100 hours during Summer semester. Waivers are only for credits that apply to the degree: graduate-level (5000-7000) coursework, independent study, thesis, dissertation, and directed research up to 12 graduate hours (not audited courses or pre-reqs)

## TO BE COMPLETED BY THE STUDENT:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
UID: U \_\_\_\_\_ USF Email: \_\_\_\_\_  
Academic Dept: \_\_\_\_\_ Major Prof: \_\_\_\_\_  
Degree (MS or PhD): \_\_\_\_\_  
Credit Hours Completed Towards Degree: \_\_\_\_\_

SEMESTER AND YEAR: \_\_\_\_\_

I am registered for \_\_\_\_\_ number of graduate credit hours

I am requesting a tuition waiver for \_\_\_\_\_ number of graduate credit hours

This semester, I am employed:	_____	TA (9183, 9184, 9550)	_____ hours per week	Hiring Dept/Center Name: _____
<b>NOTE: you must list ALL appointments in a graduate assistant job code*</b>	_____	TA (9183, 9184, 9550)	_____ hours per week	Hiring Dept/Center Name: _____
	_____	RA (9181, 9182)	_____ hours per week	Hiring Dept/Center Name: _____
	_____	RA (9181, 9182)	_____ hours per week	Hiring Dept/Center Name: _____
	_____	GA (9185)	_____ hours per week	Hiring Dept/Center Name: _____

For 9185 only: "I confirm that in the 9185 position, this student's job duties relate to the student's academic program, but the student is **not** assisting with teaching or research activities."

Hiring Supervisor signature and date: \_\_\_\_\_

**DO YOU QUALIFY AS A FLORIDA RESIDENT FOR TUITION PURPOSES? \_\_\_YES \_\_\_NO**  
(Florida residency status is not automatic; check Oasis to be sure!.)

All information on this form is correct. I have read and understand the criteria necessary to qualify as a graduate assistant. I understand that if at any time during the semester, I fail to meet all of the above criteria, my waiver may be cancelled. I will notify my Department staff immediately if I change my registration (number of credit hours) or employment status. I understand that I will be responsible for checking my account and paying my student fees and any tuition balance by the fee payment deadline.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **FOR ALL RAs (9181, 9182), TO BE COMPLETED BY THE DEPARTMENT/CENTER STAFF CONTACT**

- ☐ Salary source is covering instate tuition (3<sup>rd</sup> party payment processed by FBA).
- ☐ Faculty/PI is requesting instate tuition via the Research Assistant Waiver Request Form 1 on Grad Studies website (attach this form to that paperwork. (Do not send to DocuSign for College signature). [GRA Form 1](#))

\*If you also have a grad assistant appointment in another College, you must also complete the Out-of-College form. Contact Catherine Burton at [sburton@usf.edu](mailto:sburton@usf.edu) for that form and inform her that you have split appointments within and outside the College.