



NEW YORK INSTITUTE OF TECHNOLOGY

GRADUATE ASSISTANTSHIP APPLICATION CHECKLIST 2022-2023

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

- Poland
 - Portugal
 - Romania
 - Russia
 - Slovak Republic
 - Slovenia
 - Spain
 - Thailand
 - Trinidad & Tobago
 - Tunisia
 - Ukraine
 - 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 3 of Form I-9)*.

NOTE: **Only the student** may fill in the first page of this two-page document, and **only Academic Affairs or the New York Tech representative** may fill in the second page. 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**.