

### Assistantship/Fellowship Verification Form

Student's Name: \_\_\_\_\_ PS ID: \_\_\_\_\_ Date \_\_\_\_\_

#### *Dear Department Staff,*

We need the following information to process immigration documents for the above-named student. Please complete the requested information as applicable and sign the form below. **Call us at ext. 35065 if you have any questions.**

- Student's job title(s):  R.A.  T.A.  Teaching Fellow  Graduate Assistant  
 Instructional Assistant  Other \_\_\_\_\_
- Total FTE for all graduate appointments: \_\_\_\_\_ %
- Student is employed by: \_\_\_\_\_
- Monthly pay is: \$ \_\_\_\_\_ x \_\_\_\_\_ months per year (9 months is Fall & Spring, 12 months includes Summer)  
**The pay period is from:** \_\_\_\_\_ **to:** \_\_\_\_\_ **Total Yearly Pay is:** \$ \_\_\_\_\_  
(Term/Year) (Term/Year)
- Since R.A. and T.A. contracts and other positions are normally continued on an annual or semester basis, do you expect to renew the contract of the position if funding is available?  Yes  No
- Does this position entitle the student for in-state tuition?  Yes  No

#### **Section A: Employing Department Signature**

Name (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Section B: Fellowship Verification by Student's Enrolling Department (Dept. Major)**

- Does the student receive a Graduate Tuition Fellowship (GTF) that has been approved by their Academic College?  Yes  No

**Annual amount of GTF?** \$ \_\_\_\_\_

- Does the student receive any other fellowship, award, or scholarship?  Yes  No

If yes, indicate type: \_\_\_\_\_ **Annual total:** \$ \_\_\_\_\_

- Does this scholarship, award, or fellowship grant in-state tuition?  Yes  No

Name (Please print): \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_