



GRADUATE ASSISTANTSHIP HANDBOOK

Revised 11/10/2023

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Contact Information

Graduate Assistantship Office

Email: gao@towson.edu

Call: 410-704-4484

Location: Administration Building, Room 301/304

Graduate Assistantship Office Hours

Monday 8:30 am – 5:00 pm

Tuesday 8:30 am – 5:00 pm

Wednesday 8:30 am – 5:00 pm

Thursday 8:30 am – 5:00 pm

Friday 8:30 am – 5:00 pm



To be eligible for an assistantship, a student must be admitted as a degree-seeking student to a post baccalaureate, master's, or doctoral program at Towson University and in good academic standing. To begin the assistantship students must be enrolled in coursework associated with their graduate degree. Start dates for beginning the assistantship are posted on the graduate assistantship website and on the rates and dates form for supervisors and departments. Students must begin the assistantship no later than the drop/add period of that term. The stipend will be retro-active for any student beginning the assistantship after the posted Start date. The tuition waiver will not be granted after the third pay period. Maintaining assistantship eligibility requires a minimum grade point average of 3.0 each academic term in all courses taken for graduate credit. This includes all pre-requisite and undergraduate courses that are part of the graduate program. Teaching assistants need to have completed all pre-requisites and undergraduate course work for the class they will be supporting before acceptance of this position.

Full-time Graduate Assistant (20 hours) must be registered for 34 credits in the fall semester and 34 credits in the spring semester. The stipend is \$12,000 per year. The tuition waiver is \$5,500 per year.

Stipend and Tuition Waivers

Graduate assistants are eligible for a stipend and tuition waiver. The amount varies according to the type of graduate assistantship, length of the period of employment (months), and the number of hours worked per week (10 or 20). [See Types of Graduate Assistant section]. Graduate assistants with out-of-state residency status are charged the in-state tuition rate for all courses taken.

The tuition waiver will be granted only for course units that are required for the degree program and/or approved by the degree program director. The graduate assistantship program also may be used to cover a maximum of 6 units of audited coursework the student takes over the entire period of the graduate degree program. Courses the student takes for audit first must be approved by the student's degree program director and be applicable to the student's program of study. To be covered by the graduate assistantship, the number of audited course units must be within the allotted units stipulated in the tuition waiver contract. Consistent with federal policy, students who are non-resident aliens/international are only eligible to audit a class if they maintain the required number of credits to maintain full time status. The minimum required credits to maintain full time status per academic term is 9 for students in master's degree programs and 6 for students in doctoral programs. The Graduate Assistantship Program does not cover classes that a student withdraws from after the drop/add deadline. It is the student's responsibility to reimburse the University for the tuition associated with these courses.

Tuition waivers are granted for undergraduate course units only when those courses are required as part of the graduate degree program. Because the students will be charged for these courses at the undergraduate rate, the tuition waiver will be awarded at the undergraduate rate. **University fees will not be waived; they must be paid by the student by the due date. Otherwise, classes will be dropped and a late fee will be assessed.**

Due to Payroll processing, it takes at least 4-5 weeks for **new** student employees to receive their first pay check for the stipend (4-5 weeks after the student completes the necessary HR paperwork - I-9, Direct Deposit & W-4). Once payroll paperwork has been completed, the GAO will receive a confirmation from HR. At that time, the GA Office can sign off on the student's GA Appointment. The automated system allows the Payroll Dept. and the Billing Office to view the Appointment/contract 24-36 hours later. Their review time depends on their current volume. For any student whose paperwork is submitted close to/on the GA due date, it takes at least one week to complete this whole cycle due to the high volume.

Registration and Billing

Students must be registered for courses before they can receive a graduate assistantship. Supervisors are encouraged to submit the completed Graduate Assistantship Appointment Request Forms early as possible. This will enable the Graduate Assistantship Office to submit the documentation for tuition waiver to the Billing Office and the Hiring Form for stipend payments to the Payroll Dept. in a timely manner. **Students must pay for or have submitted to the Billing Office completed evidence of payment for all fees and tuition not covered by the award before the tuition due date once they register for their courses. Examples of evidence of payment are financial aid packages, scholarships, and fellowships.**

Late payment for tuition and fees results in a \$150 non-refundable late payment fee. **Supervisor's timely submission** of the Graduate Assistantship Request Form minimizes the risk that the student will be charged for the tuition and assessed the late fee.

Students who postpone registering for courses to delay when they will be billed by the University compromise the likelihood of receiving a graduate assistantship. They also run the risk that their needed courses will not be available.

Registration and Billing Schedule

Spring Summer 2024

Student Registration Date	Bill Due Date
11/6/23 (Spring)	2/6/24
03/11/2024 (Summer)	
	Change of Schedule Period Ends
	2/6/24 (Spring)

[Minimester Tuition](#)

Graduate Assistants on Fall/Spring contracts are allowed to take minimester courses at the in-state tuition rate. However, graduate assistants are not eligible for a tuition waiver for these course units.

All requests to take courses during minimester at in-state rates must be made via email to gao@towson.edu. Once the request is made, an email will be sent to the Billing Office to ensure the student is billed at the in-state rates.

Summer Session

Graduate Assistants on spring assistantship contracts (10 h or 20 h) are eligible to take summer courses at the in-state tuition rate. However, spring graduate assistants are not eligible for a tuition waiver for summer course units unless they are on a summer assistantship contract.

Students on summer graduate assistantship contracts are eligible for a tuition waiver and stipend. Summer assistantships are separate contracts from fall/spring assistantships. Students who are not enrolled in classes during the summer sessions are not eligible to be graduate assistants. Programs, departments, and university units who choose to continue the employment of a student who is not enrolled in a summer class, are responsible for paying for the student's stipend.

Financial Aid/Student Loan Adjustments

Assistantship benefits often trigger financial aid/student loan reductions. Aid regulations also exclude the Graduate Assistantship Placeholder courses (See Placeholder Policy in Additional Benefits Section) from certain financial aid enrollment level calculations. All questions about these issues should be directed to the [TU Financial Aid](http://www.towson.edu/financialaid) Office at www.towson.edu/financialaid, financialaid@towson.edu

- If you elect to enroll, all student rebates will be transmitted electronically to the bank account of your choice. If you do not enroll, student rebates will be automatically mailed to the permanent address we have on file. At this time only students can sign up, therefore all rebates from Parent Plus loans will be mailed to the borrowing parent directly to the permanent address on file
6. Graduate assistants whose aid is reduced will receive an e-mail from the Financial Aid Office advising them to log into “**Towson Online Services**” <https://inside.towson.edu/psLogin/> to view their new aid package.
 7. The Billing Office will run new bills after the end of the Drop/Add period. Graduate assistants whose new bill indicates that there is a change to the amount they owe the university will receive an e-mail from the Billing Office directing them to view their eBILL online. Graduate assistants can view their TU Customer Account at any time using “**Towson Online Services**” <https://inside.towson.edu/psLogin/>
 8. Students who receive a graduate assistantship for only the fall term (i.e., do not have an assistantship for the spring term) and want to request a spring loan increase, must notify the Financial Aid Office. They can increase their spring budget based on their spring out-of-state rates, and can then reevaluate their maximum loan amounts.

Financial Aid Treatment of Assistantship Placeholder Courses (CGSR G90 & G91)

These placeholder courses help to increase students’ enrollment levels toward half-time or full-time enrollment. The placeholder course is non-billable and not eligible for financial aid. The financial aid budget and award disbursement policies exclude all credit units from these assistantship placeholder classes (CGSR G90 & G91). All graduate assistants qualify for placeholder courses. Placeholder units are also excluded from Financial Aid Cost of Attendance budget calculations.

Minimum Course Units for Student Loan Disbursements and Half-Time Aid Status
(Exclude Placeholder G90 & G91 Course)

income tax on compensation (i.e., the stipend) received for graduate assistantships.
The amount remitted for tuition qualifies as a non-

Half-time graduate assistantships are for 10 hours per week. The 10-hour graduate assistantship is designed to accommodate the special needs of departments and working students. Half-time assistants must satisfactorily fulfill their responsibilities to the university without conflict from outside employment.

The total hours that must be met are as follows:

Term	10-Hour per Week	20-Hour per Week
Summer	100 hours total	200 hours total
Fall	165 hours total	330 hours total
Spring	165 hours total	330 hours total
Fall and Spring	330 hours total	660 hours total

To fulfill the total number of hours required by the assistantship, graduate assistants may need to work through the minimester. Graduate students are to communicate with their supervisors regarding how they will fulfill the required hours of work. Using a [Sample Time Sheet](#) is recommended. It can be found under Hiring Department

Forms on the [G BDC MCID.Seb Tm\(l/Lin41 \(p\)-ge. ETBT/Link /Span 51 BDC 20 0 1 rg1gTw 1.8 0 Td 159.2](#)

x Running an undergraduate laboratory

3. Nothing in this section shall prevent a program, department or unit from making an appointment to a graduate assistant on short notice based on a change in circumstances in class enrollments, availability of resources or other factors.

Additional Benefits

Time Away from Duty

As per USM Policy III-7.11, Twelve month full time graduate assistantships are eligible for 20 hours of paid time away from duty per year. Note: 12 month assistantships usually are not awarded at Towson University. The paid time away from duty: (a) is in addition to institution holidays and other days that the institution is closed such as inclement weather; and (b) is to be scheduled, with the permission of the graduate assistant's supervisor, at times that do not conflict with the duties of the assistantship.

For those graduate assistants who work less than 12 months, the number of weeks in an academic term is more than the number required to complet0 Tw 1ont a.1 (l)3 (r)3 (e)5 (qu)7 (i)1 (r)3 de

Breaks

Students working more than five consecutive hours per day must take a minimum 30 minute unpaid meal break. Paid breaks are given at the discretion of the supervisor. Any additional breaks should not exceed 15 minutes.

Placeholder Course Policy & Purpose

Students receiving a 10-hour or 20-hour per week graduate assistantship may qualify for these additional course units to achieve full-time graduate student status. The additional course units will be in the form of a placeholder course/class that is non-billable and **not eligible for financial aid**. Graduate assistants who work 20 hours per week will be eligible for the Office of Graduate Studies ~~G90~~ 3 units. Graduate assistants who work 10 hours per week will be eligible for the Office of Graduate Studies ~~G91~~ for 6 units. To qualify for financial aid, students must have at least 6 units (master's) or 3 units (doctoral) of actual coursework (the placeholder course/class/units

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Supervisors are to provide guidance and feedback, monitor the quality of an assistant's work, and verify that the required work hours are fulfilled each term.

- x** Supervisors should speak with their students regarding proper dress code for their specific GA responsibilities.

In the event of violations involving their conduct while serving as graduate assistants, several procedures are available for resolution, some formal and some informal. For

external site; moral turpitude; academic misconduct; delinquency in academic work; extended illness (consistent with applicable law, including ADA and FMLA); violations of state or federal law; misrepresentation or false data given on the graduate application materials; or violation of the terms of the assistantship agreement. Written notice of such termination is to be given to the student. A Cancellation Form must be submitted to the Graduate Assistantship Office by the supervisor for all terminations. Payment of the stipend and voiding of the tuition waiver is the same as when the student terminates the assistantship.

The assistantship also can be terminated due to departmental financial exigency. In this case, the stipend is discontinued as of a specified date, but the tuition waiver is continued to the end of the current academic term. Upon the request of the graduate assistant, the Graduate Assistantship Office will direct the graduate assistant, whose position was rescinded after the appointment has been made due to financial or other exigencies, to other employment positions.

Complaints, Grievances and Dispute Resolution

Informal Resolution of Concerns

Graduate assistants having difficulties with their roles and responsibilities first should discuss the situation with their supervisor. The student is to arrange a meeting with the supervisor. The supervisor is to meet with the student within 10 working days of the request. Supervisors are concerned with the success of the project and the graduate assistant, and usually are eager to help. The supervisor has 10 working days after the meeting with the student to provide a written response.

Formal Grievance Procedure

This procedure applies to the following issues:

- a. Workload volume and scheduling
- b. Inappropriate work assignments
- c.

and provide a detailed description of the grievance, the facts supporting the grievance, and all pertinent documentation.

The program director, department chair or head of the university unit is to meet with the graduate assistant within 10 working days of receiving the written grievance. The purpose of this meeting is to provide an opportunity for the graduate assistant to discuss the grievance and to provide the facts and evidence that support it. Neither the graduate assistant nor the supervisor has the right to have counsel present at the meeting. The program director, department chair, or head of the university unit also may request further pertinent documentation from any source, question and interview any persons with pertinent information, or consult with University counsel. The graduate assistant has the burden of demonstrating the merits of their grievance. The program director, department chair, or head of the university unit is to provide a written response within 10 working days after the meeting with the graduate assistant that states the resolution to the grievance.

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next scheduled monthly meeting and provide a written response within 10 working days after the meeting. The decision of the Graduate Studies Committee is final. Any of the above time periods can be extended if there is compelling reason to do so. Reprisals against graduate assistants for filing a grievance are strictly prohibited.

The decision whether to renew an assistantship, except for the reasons listed above remains within the discretion of the department chair and is not subject to the grievance process. However, if a graduate assistant believes that an assistantship was not renewed because of unlawful discrimination or other unlawful grounds, the graduate assistant may pursue available institution processes, such as access to the University's Fair Practices Office.

The grievances discussed here do not include academic grievances, nor grievances related to Student Rights and Code of Conduct. These procedures are detailed in the Graduate Catalog.

Graduate assistants may raise concerns of suspected on-campus fraud or fiscal irregularities through the confidential University System of Maryland hot-line mechanism on USM Policy VIII-7.10, University fraud reporting policies, and any relevant state or federal "whistleblowing" laws.

Additional On-Campus and Outside Employment

confer process. This shall occur regardless of whether or not graduate assistants elect to engage an external representative [See below]. The purpose of these meetings is to provide the opportunity for the Graduate Assistant Advisory Committee to:

- x Advise the Provost and Dean on the development and implementation of policies and procedures related to graduate assistants
- x Discuss issues of importance to graduate assistants such as stipends, benefits and terms of appointment
- x Represent graduate assistants in institution-wide graduate assistant orientations
- x Participate fully in shared governance.

Towson University administration will give serious consideration to the information, views, and suggestions gained from the meet and confer process in any relevant policy decisions regarding graduate assistants, regardless of whether or not graduate assistants elect to engage an external representative. Agreements reached during the process that are amenable to formalization as policy may be adopted as such through appropriate decisional processes of the institution; however, the University President retains final authority over all such decisions.

The Graduate Assistant Advisory Committee will have the option of engaging an external representative in these meet and confer discussions, as described below.

- a. Graduate assistants may elect to engage a representative, which may be a labor organization, to assist them in “meet and confer” discussions with institution administrators over issues of concern to graduate assistants, including stipends, benefits and terms of appointments.
 - x At the beginning of each fall, the Graduate Assistant Advisory Committee will inform graduate assistants electronically of the opportunities to pursue meet and confer process with an outside labor organization
 - x To initiate the election process, the Graduate Assistant Advisory Committee will have to provide an expression of interest on the part of at least one external organization to serve as the meet and confer representative.
 - x The election will be administered in collaboration with the Graduate Assistant Advisory Committee in a manner intended to maximize participation, subject to basic USM and institution ground rules.
 - x The ground rules will include:
 - i. A requirement that the election be held within 60 days of a written request by the Graduate Assistant Advisory Committee.
 - ii. A minimum period of three to seven days, during the academic year, in which voting may take place. The voting period may exceed 7 days if needed at an institution.

- x Students are not permitted to work until all of their paperwork has been processed in the Graduate Assistantship Office. Please note that due to payroll processing deadlines this process takes an average of 4 weeks before the assistant will receive their first paycheck.

- x Students should not work over the 10 or 20 hours they are assigned. If this occurs, they should be compensated by one of two wad[(c)-s

Frequently Asked Questions

Q: What is a graduate assistantship?

A: Graduate Assistants (GAs) are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty members and undergraduate students in teaching, research, or office environments is an integral part of education.

Graduate students who hold assistantships benefit educationally and professionally. They gain further expertise in their field; enhance their research skills and develop pedagogical skills; acquire experience in leadership, interpersonal effectiveness, and performance evaluation; acquire academic administrative experience; and enjoy collegial collaborations with advisors that may result in joint publications and other professional activities. Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations.

Assistantships also provide graduate students with the financial resources necessary to pursue their degrees. This financial support—stipend, tuition remission, and benefits—is part of the University’s commitment to the success of our graduate students. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and their respective program.

Q: Where are assistantships available?

A: Each college can award graduate assistantships. Students apply through their program. Other positions are available in other non-academic and administrative offices. External assistantships, if applicable, can be arranged at businesses off campus.

Q: What are the responsibilities of a graduate assistant?

A: Graduate assistants are responsible for a variety of activities, including assistance to faculty and administrators, research, and diverse assignments for external employers. Assistants provide appropriate work for the number of hours per week specified in the letter of appointment.

Q: What are the requirements to apply?

A: Graduate student must be:

- x Admitted into a graduate program at Towson University
- x Maintain a minimum GPA of 3.0 while enrolled in the program

Q: Will my assistantship benefits affect my eligibility for student loans and other forms of financial aid?

A: Consult the [Award Guide](#) for Financial Aid. Review [Award Changes & Reductions](#)

APPENDIX A: Graduate Assistantship Checklist

Graduate Assistant New Hire Checklist (US Citizens and Permanent Resident Aliens)

Congratulations on receiving your Graduate Assistantship award. As part of the hiring process you must complete the following steps in the checklist below.

<u>Step 1: Course Registration</u>	Complete?
Enroll in course credits	<input type="checkbox"/>
<u>Step 2: Tuition Fees</u>	
Pay all tuition fees by deadline	<input type="checkbox"/>
<u>Step 3: W-4 Form</u>	
Complete W-4 Form & MW 507 How to Complete W-4 & MW 507 Form *bring to HR – see Step 6	<input type="checkbox"/>
<u>Step 4: Direct Deposit Form</u>	
Complete Direct Deposit form for automatic payments *bring to HR – see Step 6	<input type="checkbox"/>
<u>Step 5: I-9 Employment Eligibility Registration</u>	
Complete Section 1 of the I-9 Employment Eligibility	<input type="checkbox"/>

Step 6: Go to Office of Human Resources

(Location: Administration Building, Room 101)

Complete Section 2 of the I-9 – bring two original forms of identification

Acceptable forms of identification

* Bring completed W-4 Form & Direct Deposit Forms

Option Sign up for:

[Payroll Online Service Center \(POSC\)](#)

Graduate Assistant Hire Checklist **(For International Students without Social Security #)**

Congratulations on receiving your Graduate Assistantship award. As part of the hiring process you must complete the following steps in the checklist below.

<u>Step 1: Course Registration</u> Enroll in course credits	Completed?
<u>Step 2: Tuition Fees</u> Pay all tuition fees by deadline	
<u>Step 3: Direct Deposit Form</u> Complete Direct Deposit form for automatic payments *bring to HR – see Step 5	
<u>Step 4: I-9 Employment Eligibility Registration</u> Complete Section 1 of the I-9 Employment Eligibility	

Step 5: Go to Office of Human Resources
(Location: Administration Building, Room 101)

Bring proof of work authorization, for example: (VISA, I-20(s), I-94)

Complete Section 2 of the I-9 & Take copy of I-9 Confirmation Tax Residency Status Form

Step 6: Go to International Student & Scholar Office (ISSO)
(Location: Psychology Building, Suite 408)

Bring proof of work authorization, (VISA, I-20(s), I-94)

Bring copy of I-9 Confirmation Tax Residency Status Form

Bring Original [Employment Letter](#) from Supervisor (printed on department letterhead)

Appendix B: Payroll & Hiring GA Procedures

1. Payroll receives a complete hiring packet for each Graduate Assistant from the GAO.
 - International Students must:
 - i. Have a Social Security Number before paperwork can be sent to Payroll for processing. However, they can begin to work while they are waiting receipt of the SSN.
 - ii. Complete a tax analysis with NRA Tax Office before paperwork can be submitted. Packet processed by GAO office includes:
 - New Hire Form (previously the 311T) with personal and payment information completed
 - Semester(s) & Fiscal Year
 - Type (GA,RA,TA)
 - Number of hours per week
 - Total pay and biweekly pay
 - Hiring department
 - Funding department
- Additional Payment Forms Individual completes:
 - W-4
 - Direct Deposit
 - Tax Residency Status (showing proof of I-9 completion)
 - International Students with NRA Tax Status
2. Payroll updates PeopleSoft Job Data to process the hire data and sends appropriate paperwork to Central Payroll Bureau.
3. Payroll sets up Pay information in PeopleSoft and maintains a bi-weekly pay verification spreadsheet.
4. Employees are paid retroactive pays due to them on the first available pay date.

GA Hiring combinations:

- x Payroll cannot issue any salary advances to student employees.
- x Students **can** only be hired in the following combination of positions:
 - GA (10 hour only) & PT Faculty (Adjunct) – see limit on hours in Additional On-Campus Employment)
 - GA and H

Appendix C: International Student and Scholar Office

International Student & Scholar Office

Frequently Asked Questions

Before You Arrive at Towson University

When You Arrive

Working, Traveling and Leaving TU

Am I allowed to work?

F-1 or J-1 full-time students are allowed to work on-campus for any Towson University department or office, on a part-time basis, up to 20 hours per week during the school year and full-time during school vacation periods. Off-campus employment requires special permission and usually can be done only after the first academic year (9 months) of full-time study at Towson University.

Where can I find information about on-campus and off-campus jobs?

You can search for on-campus jobs using the [Career Center's web portal](#). Also, speak to your department or academic advisor about possible job openings.

In addition, the Career Center has a job search database, "Going Global." Access "Going Global" for 600,000 worldwide job/internship postings, 35 country career guides, searchable H1B Plus database and MORE! The link to "Going Global" can be found on the [Career Center's home page](#).

How do I get a Social Security Number (SSN)?

F-1 students are permitted to apply for a Social Security Number provided they have an on-campus job. (n)3.10 (T)-1 0 Tw 29.93 0 12.3

- The company or organization offers unpaid internship positions on a regular basis.
- x The internship activities are not the same as those of a regular, paid employee.
 - x The services are entirely voluntary or solely for internship credit, with no promise of advancement or future employment relationship.
 - x The activities are predominantly for the student's benefit.
 - x Remember, an unpaid internship is only acceptable if no form of compensation is provided – e.g. stipend, parking pass, lunch, etc.

Please note that if you have applied for OPT, have secured a job and are waiting for your work authorization, you cannot volunteer for the company until your work authorization arrives. <http://www.towson.edu/academics/international/isso/>

INTERNATIONAL STUDENT & SCHOLAR OFFICE

Working

Many students are interested in working while on their student visas. However, there are several rules, regulations, and limitations regarding student employment. Please read the following to find out detailed information regarding on-campus employment, Social Security Numbers, Curricular Practical Training, and Optional Practical Training. When in doubt, it is good practice to contact an advisor at the ISSO.

Employment for F-1 (Foreign Student Visa) Students

- x Employment Eligibility for F-1 Students
- x On-Campus Employment for F-1 Students
- x Information for supervisors of TU student workers
- x Sample employer letter for Social Security Number Application (For TU supervisors)
- x Curricular Practical Training for F-1 Undergraduate Students
- x Curricular Practical Training for Graduate F-1 Students
- x Optional Practical Training for F-1 Students

Employment for J-1 (Exchange Student Visa) Students

- x Employment Eligibility for J-1 Students

Important information on how to apply for a Social Security Number:

- x You must have an on-campus job.
- x Complete the I-9 process in the Office of Human Resources (first floor, Administration Building). Please bring all of your immigration documents with you (passport, I-20).

- Have your supervisor complete the top portion of the [sample employer letter](#), and print it on office letterhead.
- x Bring the completed letter to ISSO to certify. ISSO staff will contact you when it is ready for pick-up.
 - x Complete the [SSN Application](#) and take this, along with ISSO/Employer certification letter and all of your immigration documents to the [local Social Security Agency](#).
 - x Once you have your Social Security Number, make an appointment with the Nonresident Alien Tax Office at nratax@towson.edu.
 - x Remember – you can begin to work after you complete the I-9 process and before you receive your SSN; however, you will not be paid until you have a SSN.

Taxes

Do you have questions regarding taxes? Please contact the Nonresident Alien Tax Office at nratax@towson.edu, located in the Administration Building on campus. The Nonresident Alien Tax Office will assist you to make sure that you are in compliance with nonresident alien tax withholding regulations. For more information about taxes, please visit the [NRA Tax Office website](#).

Interested in Hiring an International Student?

International Student and Scholar Office
Psychology Bld. Room 408
Hours: Monday – Friday, 8:30am – 5:00pm

Phone: 410-704-2421
Fax: 410-704-6040
isso@towson.edu

Please Note: Students are not allowed to begin work until they have completed the I-9 process with the Department of Human Resources.

**INSTRUCTIONS FOR TOWSON UNIVERSITY SUPERVISORS REGARDING
INTERNATIONAL STUDENTS SOCIAL SECURITY NUMBER APPLICATIONS:**

Effective October 13, 2004, international students in F-1 non-immigrant status who

To Whom It May Concern:

This is evidence of on-campus employment for _____

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start date: _____ Number of hours/week: _____

52-600-2033 (Chartwells, etc. will have a different number)

Employer Contact Information:

(Employer telephone number)

Supervisor

(Printed name of student's immediate supervisor)

Sincerely,

Supervisor's Signature (original)

Date

Supervisor's Title

*** Section below to be completed by ISSO ***

This is to certify that _____ is a full-time, F-1 student attending Towson University.

Designated School Official Signature

Date

(Leave space for the DSO's stamp)

Phone

- 6) The USM will provide for:
 - a) Amendments to the current GA and AF policies to reflect the availability of M/C

- i)** The President of the institution may certify the validity of an election where less than 50% participation has been achieved upon a showing of exceptional circumstances which demonstrate that the election process nonetheless has been fair and representative. If the election does not result in the selection of a labor representative, the institution will not be required to hold another election for two years.

- 9) The institution will collaborate with the GA or AF advisory group on the selection process and will provide logistical support, including:
 - a) The ability to identify and contact the GA and AF populations, including the provision of the names and institution email addresses of GAs and AF to GA and AF advisory groups and the mailing to the GAs of information regarding interested unions.
 - b) A mechanism for electronic voting.
 - c) Opportunities for GAs and AF to meet with potential labor representatives on campus.

(USM Archives, September 22, 2014)