LIU Brooklyn

Guidelines for Graduate Assistantships

Student Conditions of Eligibility:

Domestic Students:

1) You are required to e-file the Free Application for Federal Student Aid (FAFSA) each year of your award and complete any requirements for verification or missing documents each year. You must submit a copy of your Student Aid Report (SAR) to the Office of the Dean of Conolly College.
2) You may not be in default of any Title IV federal student educational loans.
3) You must clear your bill with the **Office of Integrated Student Financial Services** in a timely manner, **but no later than 2 weeks from the start of the term of your award**. If this award includes a stipend, you may not begin to work or receive any part of the stipend until your bill has been cleared.
4) If you receive another award covering tuition from any source, that award will be applied to your account first, followed by the LIU award. No combination of awards may exceed 100% of the cost of your tuition.
5) Your tuition award will not be reinstated if you do not clear your bill with the **Office of Integrated Student Financial Services**, or if your registration is cancelled, or if you do not provide FAFSA information within the period of your appointment.
6) You must maintain an overall **/ cumulative** grade point average of 3.0 or better. **Future consideration for a Graduate Assistantship will also depend on review of current semester grades.**
7) You must be a matriculated Brooklyn Campus Graduate Student.
8) **You may submit 1 Graduate Assistantship Application per semester; and apply to only 1 department.**
9) You may **hold up to 2 on campus positions per semester** in the form of **1** Graduate Assistantship and **1** Budget position. **These on campus positions may NOT exceed 20 hours per week.**
10) **Students in the PharmD program are NOT eligible for Graduate Assistantships.**

International Students:

1) You are required to present your visa / status documentation to the International Students Office. You must hold valid F1 status in order to be considered. Students with expired I-20s or out of status are not eligible for Graduate Assistantships.

International Student's Continued:

2) You must obtain the Employment Eligibility Verification Form from the International Students Office and attach to the Graduate Assistantship contract.
3) You must clear your bill with the **Office of Integrated Student Financial Services** in a timely manner, **but no later than 2 weeks from the start of the term of your award.** If this award includes a stipend, you may not begin to work or receive any part of the stipend until your bill has been cleared.
4) If you receive another award covering tuition from any source, that award will be applied to your account first, followed by the LIU award. No combination of awards may exceed 100% of the cost of your tuition.
5) Your tuition award will not be reinstated if you do not clear your bill with the **Office of Integrated Student Financial Services**, or if your registration is cancelled, within the period of your appointment.
6) You must maintain an overall **/ cumulative** grade point average of 3.0 or better. **Future consideration for a Graduate Assistantship will also depend on review of current semester grades.**
7) You must be a matriculated Brooklyn Campus Graduate Student.
8) **You may submit 1 Graduate Assistantship Application per semester; and apply to only 1 department.**
9) You may **hold up to 2 on campus positions per semester** in the form of **1** Graduate Assistantship and **1** Budget position. **These on campus positions may NOT exceed 20 hours per week.**
10) Students on Curricular practical Training (CPT) are not eligible for Graduate Assistantship.
11) **Students in the PharmD program are NOT eligible for Graduate Assistantships.**

Types of Graduate Assistantships:

Teaching Fellow – teaches a lecture class; and is responsible for grades

Teaching Assistant – assists the Professor in a Laboratory or Lecture class; some grading may be required

Research Fellow – assists the Professor with his/her research

Administrative Assistant – assists the Department with recruitment; tutoring; website production; and / or outcomes assessment data collection

Scholarships and Grants – are available in specific Departments; students are encouraged to discuss these options with their Department Chairs or Program Directors

Types of Graduate Assistantship Awards:

1) **Graduate Tuition Awards:**
   - There are both Full-time and Part-time tuition awards. Master Students must be registered for **9 credits or more of Graduate Classes** to receive **up to 6 credits of Graduate Tuition Award.** Or, Master Students must be registered for **6 credits or more of Graduate Classes** to receive **up to 3 credits of Graduate Tuition Award**.
   - Doctoral Students must be registered for **12 credits or more** of Graduate Classes to be eligible for this award. If eligible, the Doctoral Student can receive **up to 9 credits of Graduate Tuition Award.**
   - **Master Students in Athletics, Biology; Chemistry; and English should check with their departments for types of Graduate Tuition Awards. Doctoral Students in Pharmacy, Physical Therapy, and Psychology should check with their department for types of Graduate Tuition Awards.**
   - The Graduate Tuition Award will be terminated if the Master or Doctoral Student withdraws from any Graduate Classes that semester, and payment of the Graduate Tuition will be the responsibility of the Master or Doctoral Student.
   - The Graduate Tuition Award may also be terminated if the Master or Doctoral Student fails to perform his / her duties, and payment of the Graduate Tuition will be the responsibility of the Master or Doctoral Student.

2) **Graduate Stipend Awards:**
   - Master Students must be registered for a **minimum of 3 credits** of Graduate Classes to be eligible for this award. If eligible, the Master Student can receive a Stipend in the form of a monthly check, payable at the end of each month of the Graduate Stipend Award. The amount of the Stipend varies with each Department, depending on the Duties of the Master Student.
   - Doctoral Students must be registered for a **minimum of 6 credits** of Graduate Classes to be eligible for this award. If eligible, the Doctoral Student can receive a Stipend in the form of a monthly check, payable at the end of each month of the Graduate Stipend Award. The amount of the Stipend varies with each Department, depending on the Duties of the Doctoral Student.
   - The Graduate Stipend Award may also be terminated if the Master or Doctoral Student fails to perform his / her duties.
   - Master and Doctoral Students must fill out the appropriate forms; **I – 9, W4 and IT-2104**; and also must submit the appropriate Proof of ID, including their Social Security Card. Copies will be made of these ID's and these copies will be sent to Payroll.

Application Process for Graduate Assistantships:

1) Eligible Master or Doctoral Students must submit the Application for Assistantship Form to Dean Maria Vogelstein, room M 306.
2) Eligible Master or Doctoral Students must attach current Curriculum Vitae, and their most current College Transcript.
3) Eligible Master or Doctoral Students will be contacted by Dean Maria Vogelstein as to the status of their application.

Important Deadlines – Graduate Assistantships will **NOT** be processed beyond these dates.

Fall Semester:

Application Deadline - July 15 to August 15 - submitted to Dean Maria Vogelstein, room M 306.

1) **Application for Graduate Assistantship (only one application for one department per semester)**
2) **Curriculum Vitae**
3) **Current College Transcript**

Fall Semester:

Contract Deadline - August 15 to September 24 - submitted to Dean Maria Vogelstein, room M 306.

1) **Signed Graduate Award Contract**
2) **Dean's Verification Form**
3) **Proof of FAFSA (domestic students); or proof of Employment Eligibility Verification Form from the International Students Office (international students)**
4) **Class Schedule Fall Semester**
5) **I-9; W4; and IT-2104 forms & appropriate proof of ID (if receiving Stipend award; both domestic and international students)**

Spring Semester:

Application Deadline - November 15 to December 15 -submitted to Dean Maria Vogelstein, room M 306.

1) **Application for Graduate Assistantship (only one application for one department per semester)**
2) **Curriculum Vitae**
3) **Current College Transcript**

Contract Deadline - December 27 to February 1 - submitted to Dean Maria Vogelstein, room M 306.

1) **Signed Graduate Award Contract**
2) **Dean's Verification Form**
3) **Proof of FAFSA (domestic students); or proof of Employment Eligibility Verification Form from the International Students Office (international students)**
4) **Class Schedule Spring Semester; Copy of Fall Grades**
5) **I-9; W4; and IT-2104 forms & appropriate proof of ID (if receiving Stipend award; both domestic and international students)**

Summer Semester:

Application Deadline - April 4 to May 4 - submitted to Dean Maria Vogelstein, room M 306.

1) **Application for Graduate Assistantship (only one application for one department per semester)**
2) **Curriculum Vitae**
3) **Current College Transcript**

Contract Deadline - April 30 to May 21 - submitted to Dean Maria Vogelstein, room M 306.

1) **Signed Graduate Award Contract**
2) **Dean's Verification Form**
3) **Proof of FAFSA (domestic students); or proof of Employment Eligibility Verification Form from the International Students Office (international students)**
4) **Class Schedule Summer Semester; copy of Spring Grades**
5) **I-9; W4; and IT-2104 forms & appropriate proof of ID (if receiving Stipend award; both domestic and international students)**