Computer Science Graduate Student Employment Check List

Your employment with this department is contingent upon certain requirements. These conditions will be verified each semester of your employment.

Student Instructions: Initial the appropriate blanks in each category. Sign and date the form. Submit the form to the Computer Science Administrative Assistant, Shannon Hicks.

Student Section:

I. Graduate College Admittance (initial one of the two statements below)

   ____ I have been admitted to the Graduate College and currently have no outstanding conditions.

   ____ I have been admitted to the Graduate College and currently have conditions. I understand that I may not be eligible to be employed as a salaried GIA/GRA/TA until all conditions have been removed.

II. Academic Standing

   ____ I understand that I must maintain a 3.0 GPA in my graduate courses to become and remain employed in a Graduate Instructional Assistant, Research Assistant, or Teaching Assistant position.

III. Social Security Number (initial one of the two statements below)

   ____ I currently have a social security number.

   ____ I currently DO NOT have a social security number. If this is initialed you will need to request an employment verification letter from Shannon Hicks in the Computer Science department when you turn in your employment paperwork.

IV. Course Load

   ____ I understand that I must take a minimum of 9 hours and no more than 12 hours of graduate level courses each long semester to become and remain employed in a Graduate Instructional Assistant, Research Assistant, or Teaching Assistant position.

   ____ I understand that I may request a One-Time only waiver from the Graduate College regarding the above course load restriction. This waiver is usually taken the last semester when less than 9 hours may be required to complete degree requirements.

V. CS 5300 – Graduate Professional Development Course (Note: Does NOT apply to GRA positions)

   ____ I understand that I must enroll in CS 5300 within the first two long semesters of my employment and satisfactorily complete the course for credit to remain employed in a GIA or TA position.
VI. English Requirement (initial one of the three statements below)
   ___ I am not required to show proof of English proficiency.
   ___ I have satisfied the requirement to show proof of English proficiency.
   ___ I have not yet satisfied the requirement to show proof of English proficiency.

VII. Work Load
   ___ I understand that I cannot work more than 20 hours per week.

VIII. Approval to work, if Foreign Student.
   ___ If I am an international student, I understand that the employing department will request approval of my work authorization from the International Office.

IX. Previous or current employment at Texas State (initial one of the three statements below)
   ___ I have never been employed at Texas State before now.
   ___ I am currently employed in another capacity at Texas State. (if initialed, fill in the blanks below)
       Department/Division: ________________________________
       Job Title: ________________________________
   ___ I have been previously employed in another capacity at Texas State but am not currently employed. (if initialed, fill in the blanks below)
       Department/Division: ________________________________
       Job Title: ________________________________

I have read and understand all of the employment requirements listed.

Print Applicant Name: ________________________________

Applicant Signature: ________________________________  Date: ________________