



Required Forms for New Hires

Graduate Assistant (monthly paid, GA, GT, GR, or GE)

Required Forms

- ☐ [Graduate Assistantship Authorization Form](#)
- ☐ [Personal Data Form](#) (PDF)
- ☐ [Alabama Department of Revenue Withholding Form \(A4\)](#)
- ☐ [Federal Withholding Allowance Certificate \(W-4\)](#)
- ☐ [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- ☐ Copy of Student's Schedule (provided by student)
- ☐ Completion of Background Check (Contact Graduate School)
- ☐ If GA, complete Graduate Assistant Position Description
- ☐ If GTA, complete [International GTA Certification Form](#)
- ☐ If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- ☐ Completion of Form I-9 and E-Verify (AU Access)