Graduate Assistantship Flow Chart
UTSA Graduate School

**Student Searches for Graduate Assistantship:**
The student contacts Career Services or the department in which he or she desires an assistantship.

**Student Applies for a Graduate Assistantship:**
The student prints the *Graduate Assistantship Application* found online and delivers to the desired department.

**Department Verifies Academic Eligibility:**
Before hiring the student, the department verifies academic eligibility, which requires the student to be enrolled in six credit hours in the Fall/Spring semesters or three credit hours in the summer semester and be in Good Academic Standing.

**Student is Hired for Graduate Assistantship:**
The hiring department customizes the *Acknowledgement Letter* and mails it to the student.

**Student Accepts Graduate Assistantship:**
The student returns the signed letter to the department, and a meeting is scheduled for the student to sign the *Agreement Form*.

**Department Creates the Assignment:**
The student must not be appointed for more than 20 hours per week.

In HRMS, the hiring department enters the courses for which the student is registered under “NOTES” or “Remarks Section” as “EDUC5003” and “EDUC5103.”

“FYA” the TA/GRA APP desk if the student is appointed as GRA or GA. Students appointed as TAs will automatically route to the Graduate School.

**Copies of Documents are Sent to the Graduate School:**
The department returns a copy of the *Acknowledgement Letter* and the *Agreement Form* to the Graduate School.

**Students requesting In State Tuition:**
The department sends the *Non-Resident Tuition Waiver Request Form* to Ann Roberts in the Bursars office.