

5 FINANCIAL PROCESSING

5.1 FELLOWSHIP PAYMENTS

5.1.1 Fellowship Payment

Students must be registered fulltime (9 hours each fall and spring, any combination totaling 6 hours for summer) to receive their stipends. Stipend and tuition and fee payments are posted to the student's account via Compass. Financial Aid provides the deadlines for posting fall and spring funds. The amounts are based on the payment options (9- or 12-month disbursement) departments select on their financial commitment forms.

Departments approved to give a scholarship (instead of an assistantship) to Dr. Dionel Avilés '53 and Dr. James Johnson '67 Fellowship students are responsible for providing a payment for health insurance from the graduate student health plan each year for the duration of the fellowship.

5.1.2 NSF GRFP Fellowship and Other National Fellowship Payments

Stipend and scholarship payments are posted to the student's account via Compass. Tuition payments are posted to the TWAPMTS report in Compass. The Compass system will adjust payments if students add classes.

- Upon tenure notice from NSF, the Graduate and Professional School posts \$15,416.65 for fall and \$12,333.32 for spring and \$9,249.99 for summer. This will post as a fellowship so that the students will receive a stipend of approximately \$3,083.33 at the end of each month for the following month.

5.2 PAYMENT OF TUITION AND UNIVERSITY REQUIRED FEES FOR GRADUATE ASSISTANTS

Resident Tuition and Required Fee Payment Guidelines:

Effective FY21 (fall 2020), resident tuition and required fees will be paid for PhD students in Graduate Assistant Teaching (GAT), Graduate Assistant Lecturer (GAL), and Graduate Assistant Research (GAR) titles. This mandate applies for all Texas A&M University and Texas A&M University at Galveston PhD students employed in these positions sourced from any account or award of Texas A&M University or Texas A&M agency.

- Resident tuition and required university and college fees will be paid at least through the 5th year of study for PhD students admitted without a master's degree and initial PhD enrollment in fall 2016 forward.
- Resident tuition and required university and college fees will be paid at least through the 4th year of study for PhD students admitted with a master's degree and initial PhD enrollment in fall 2017 forward.
- Payment of resident tuition and required fees for PhD graduate assistants employed in different positions than those listed above will be determined on a student by student basis by the employer. This includes PhD Graduate Assistant Non-Teaching (GANT) positions.

Payment of resident tuition and/or required fees for master's students employed as a graduate assistant will be at the discretion of the employing department or faculty member.

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The tuition and fee payment guidelines do not change any processes related to or eligibility for non-resident tuition waivers on the basis of receiving a competitive scholarship of \$1,000 or more, or employment as a graduate assistant in an eligible title code.

Students receiving fellowships (from either the University or outside sources) should check with the fellowship program or the Graduate and Professional School to determine if they are eligible for the tuition and fee payment program.

More information, including the mandate, is available on the [Graduate and Professional School Tuition and Fee Mandate webpage](#).

5.3 STANDARD OPERATING PROCEDURE (SOP) FOR ASSISTANTSHIP NON-RESIDENT TUITION WAIVERS FOR GRADUATE STUDENTS

Graduate assistants qualify for an Assistantship Non-Resident Tuition Waiver that allows payment of tuition at the in-state rate. The purpose of the following Standard Operating Procedure (SOP) for Assistantship Non-Resident Tuition Waivers is to establish consistent policies and procedures across Texas A&M University for the awarding and processing of Assistantship Non-Resident Tuition Waivers.

Texas A&M University Established 99-Hour Cap on Doctoral Degrees

In Texas, public colleges and universities are funded by the state according to the number of students enrolled. In accordance with legislation passed by the Texas Legislature, the number of hours for which state universities may receive subvention funding at the doctoral rate for any individual is limited to 99 hours. Texas A&M University and other universities will not receive subvention for hours in excess of the limit.

Institutions of higher education may charge the equivalent of nonresident tuition to a resident doctoral student who has enrolled in 100 or more semester credit hours of doctoral coursework.

Doctoral students at Texas A&M have seven (7) years to complete his/her degree before being charged out-of-state tuition. A doctoral student who, after seven years of study, has accumulated 100 or more doctoral hours will be charged tuition at a rate equivalent to out-of-state tuition. Please note that the tuition increases will apply to Texas residents as well as students from other states and countries who currently are charged tuition at the resident rate. This includes those doctoral students who hold GAT, GANT, GAL, and GAR appointments of 20 or more hours and recipients of competitive fellowships who receive more than \$1,000 per year. Doctoral students who have not accumulated 100 hours after seven years of study are eligible to pay in-state tuition if otherwise eligible.

For count purposes, a year is counted as three (3) semesters - normally fall, spring and summer. Using this system, a student is allowed 21 semesters as a G8 student to complete the doctoral degree before being penalized with the higher tuition rate. Any semester in which a G8 student is enrolled for a doctoral level course is counted.

Doctoral students who exceed the credit limit will receive notification from the Graduate and Professional School during the semester in which they are enrolled and exceeding the limit in their current degree program. The notification will

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explain that the State of Texas does not provide funding for any additional hours in which a student is enrolled in excess of 99 hours. Texas A&M University will recover the lost funds by requiring students in excess of 99 hours to pay tuition at the non-funded, non-resident rate. This non-funded, non-resident tuition rate status will be updated for the following semester and in all subsequent semesters until receipt of a doctoral degree. Please see the [Tuition Calculator](#) at the non-resident rate for an example of potential charges.

The following majors are exempt from the 99-hour Cap on Doctoral Degrees and have a limit of 130 doctoral hours:

- Biochemistry
- Biomedical Sciences
- Clinical Psychology
- Counseling Psychology
- Epidemiology and Environmental Health
- Genetics and Genomics
- Health Services Research
- Medical Sciences
- Microbiology
- Neurosciences (College of Medicine)
- Nutrition
- Oral and Craniofacial Biomedical Sciences
- Pharmaceutical Sciences
- Public Health Sciences
- School Psychology
- Toxicology

Procedure

A. Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in academic units should be approved and entered into TWAPMTS by the employing academic unit before the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester please refer to the subsection below on “Late Assistantship Non-Resident Tuition Waivers”. Assistantship Non-Resident Tuition Waivers should not be entered into TWAPMTS by an academic department if the student is not employed by that department.

B. Non-Academic Departments

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in non-academic units will be approved and entered into TWAPMTS by the Graduate and Professional School. Tuition waiver request forms must be

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submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester.

C. Health Science Center Units

All Assistantship Non-Resident Tuition Waivers for eligible graduate students employed in Health Science Center units but enrolled in College Station or Galveston courses must be sent to the Graduate and Professional School for approval and will be entered into TWAPMTS by Student Business Services. Tuition waiver request forms must be submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. For waivers that need to be entered after the 12th class day in the regular fall/spring semester and the 4th class day of the summer semester, please refer to the subsection below on “Late Assistantship Non-Resident Tuition Waivers”.

D. Spouse and Dependents of Graduate Assistants

Spouses and dependents of eligible graduate assistants also qualify for resident tuition. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by academic units will be approved and entered into TWAPMTS by the academic units. Assistantship Non-Resident Tuition Waivers for spouses and dependents of eligible graduate students employed by non-academic units will be approved and entered into TWAPMTS by the Graduate and Professional School. The Spouse Waiver form along with legal proof of marriage/dependency must be submitted to the Graduate and Professional School before the 12th class day of the regular fall/spring semester and the 4th class day of the summer semester. Assistantship Non-Resident Tuition Waivers for spouses and dependents for eligible graduate students employed at other institution should be submitted to Student Business Services directly.

E. Late Assistantship Non-Resident Tuition Waivers

All Assistantship Non-Resident Tuition Waivers requested after TWAPMTS closes must be submitted to the Graduate and Professional School for approval. Late waivers require additional documentation. This documentation includes the Non-Resident Tuition Waiver request form, a screenshot of the Workday Job Details screen, and a memo from the employing department stating the reason the waiver is being submitted late. The memo must also include an outline of the department/unit procedures to prevent late waivers in the future. Late waivers approved by the Graduate and Professional School will be entered into TWAPMTS by Student Business Services.

Academic Eligibility

- A. Full-time registration. Must be enrolled in 9* credit hours in the fall and spring semester.
- B. See Chart 1 in section 5.3.2 for summer semester hour requirements.
- C. Student must meet residency status requirements as a non-resident or international student who is not being charged for excess credit hours.
- D. Student must be making [satisfactory academic progress](#) as per the policies outlined by Scholarships and Financial Aid.

*Students employed in the GAL title only need to register for 1 credit hour and be employed at 50% effort in any

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semester to be eligible for the non-resident tuition waiver. Students in the Advanced Dental Education programs may be considered full-time with fewer hours per Student Rule 1.8.1.

Employment Eligibility

A. Texas Education Code 54.212

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT

A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant’s degree program under rules and regulations established by the employer institution.

- A. Graduate Assistants Employed in Non-Academic Departments and graduate assistants employed in Health Science Center units but enrolled in College Station or Galveston courses:
 - The Non-Resident Tuition Waiver request form can be accessed on the [Graduate and Professional School NRTW webpage](#).
- B. Spouse/Dependents of Graduate Assistant:
 - The Non-Resident Tuition Spouse or Dependent request form can be accessed on the [Graduate and Professional School NRTW webpage](#).
 - Legal proof of marriage/dependency is required to be attached.
- C. Late Waiver Request for Graduate Assistants Employed in Academic Departments, Graduate Assistants Employed in Non-Academic Departments, and Graduate Assistants employed in Health Science Center units but enrolled in College Station or Galveston courses:
 - The Non-Resident Tuition Waiver request forms can be accessed on the [Graduate and Professional School NRTW webpage](#).
 - A screenshot of the Workday Job Details screen is required.
 - A memo from the employing department stating the reason the waiver is being submitted late and an outline of the department/unit procedures to prevent late waivers in the future is also required to be attached.

Required Documentation

See below to access the list of required documents published by the Graduate and Professional School.

- A. Graduate Assistants Employed in Non-Academic Departments or employed in Health Science Center units but enrolled in College Station or Galveston must submit the NRTW Request form.
- B. Spouse/Dependents of Graduate Assistant must submit the NRTW Spouse or Dependent form
- C. Late Waiver Request for Graduate Assistants Employed in Academic Departments, Graduate Assistants

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Employed in Non-Academic Departments, and Graduate Assistants employed in Health Science Center units but enrolled in College Station or Galveston courses must submit the following:

- NRTW or NRTW Spouse or Dependent form
- Copy of the job details screen in Workday verifying employment title code and start date
- Memo from the employing department stating the reason the waiver is being submitted late

Student Business Services Auditing

- A. After the official census date for the semester, Student Business Services will audit the Assistantship Non-Resident Tuition Waivers using enrollment data and payroll data to verify eligibility.
- B. Student Business Services will work with departments to obtain documentation of eligibility if data in the student system and the payroll system does not show that all requirements have been met.
- C. Student Business Services will remove Assistantship Non-Resident Tuition Waivers for students who have not met all eligibility requirements.
- D. Additional information for the Assistantship Non-Resident Tuition Waiver audit process can be found on the [Student Business Services webpage](#).

5.3.1 Enrollment Issues

- A full course waiver does not qualify a student for a tuition waiver – there could also be ISS (International Student Services) issues
- Check Compass reports SZAREGS or SGASTDN for residency for tuition – sometimes TX residents turn in waiver in error.

5.3.2 Registration Requirements Graduate Assistantships

Graduate Students employed in a Graduate Assistant Teaching, Graduate Assistant Research or Graduate Assistant Non-Teaching title must be registered full-time which is equivalent to a minimum of 9 semester credit hours in fall and 9 semester credit hours in spring terms. Graduate Students employed in a **Graduate Assistant Lecturer** title must be registered a minimum of 1 semester credit hour in fall and 1 semester credit hour in spring terms.

Summer registration fulfillment may be achieved in any of the sessions as noted below.

Registration Fulfillment Options
Summer Session I
Summer Session II
10-Week Only
Summer Session I and II
10-Week, Summer Session I, and Summer Session II
Summer Session I and 10-Week
Summer Session II and 10-Week

The table below defines the minimum number of registered hours required, as determined by the summer enrollment

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session and the associated GA position title.

Graduate Assistant Title	Summer Employment Session	Minimum Registered Hours Required
Graduate Assistant Lecturer [GAL]	Employed ANY portion of the summer semester	1
Graduate Assistant Teaching [GAT]	Employed ONLY Summer Session I or II	3
Graduate Assistant Teaching [GAT]	Employed (Summer I AND II) or (10-week session)	6
Graduate Assistant Research [GAR]	Employed ANY portion of the summer semester	6
Graduate Assistant Non-Teaching [GANT]	Employed ANY portion of the summer semester	6

5.3.3 Maximum Allowed Graduate Assistant Work Hours Per Term

1. Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Research (GAR), and Graduate Assistant Lecturer (GAL) are normally required to work 20 hours per week (50% FTE). * The information in items 2, 3, and 4 outlines allowed work hours per term. Visit the [graduate assistant registration requirements page](#) for additional requirements regarding minimum enrolled semester credit hours.
2. **Maximum Additional Hours During Fall and Spring when Classes are in Session:** Students employed in GAT, GANT, GAR, and GAL positions are not allowed to work beyond 20 hours (50% FTE) without the approval of the Graduate and Professional School. This also applies to processing one-time payments for graduate assistants.
 - **Domestic:** Domestic students may request approval to work up to 29 hours per week (72.5% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
 - **International:** International students may not exceed 20 hours per week (50% FTE) in Fall or Spring in all combined jobs and in accordance with the *Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(i).*
3. **Maximum Additional Hours During Summer Session:**
 - **Domestic:** Domestic students may request approval to work up to 40 hours (100% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the*

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additional work. See section #5 below.

- **International:** International students may request approval to work up to 40 hours (100% FTE) in all combined jobs
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
4. **Maximum Additional Hours During Break Periods and When Classes are Not in Session** (Thanksgiving, Winter Break, Spring Break, Intercession periods between fall and spring, spring and summer, and summer and fall):
- **Domestic:** Domestic students may request approval to work up to 40 hours (100% FTE) in all combined jobs.
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
 - **International:** International students may request approval to work up to 40 hours (100% FTE) in all combined jobs
 - *If in a graduate assistant position and working more than 20 hours a week, an Academic Department Request of Graduate Assistant >50% Effort form must be submitted and approved before starting the additional work. See section #5 below.*
5. **Submitting a Request to Work Additional Hours:** Additional jobs can only be submitted for the current semester for registration verification purposes.
- A completed Academic Department Request of Graduate Assistant >50% Effort form must be attached to the Workday payroll action requesting an increase in % effort or "Start Additional Job" function for graduate assistant.
6. **One-time Payments:** One-time payments are considered additional work. A one-time payment for extra work outside of the scope of an employee's primary graduate assistant duties (not recurring) is processed in Workday using the **Request One-Time Payment** business process. **Employers are encouraged to check with their HR office before processing to confirm a one-time payment is appropriate.** If approved, the employer will submit an Academic Department Request of Graduate Assistant > 50% Effort form for approval stamp and attach it to the Workday process.

Graduate Employment Resources

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- [33.99.08.M0.01 Student Employment](#)
- [31.01.99.M0.02 Supplemental Compensation and Dual Employment](#)
- [Graduate and Professional School Graduate Student Employee Webpage](#)
- [Graduate Assistant Employment Comparison Table](#)
- [HROE Graduate Student Employers Webpage](#)
- [Texas A&M Engineering Experiment Station Graduate Assistant Toolkit](#)
- [College of Agriculture & Life Sciences Graduate Assistantships](#)

International Students

- [33.99.09.M0.01 Employment of Foreign Nationals](#)
- [F-1 On and Off Campus Employment](#)
- [J-1 On and Off-Campus Employment](#)

5.4 GRADUATE STUDENT HEALTH INSURANCE

5.4.1 Student Insurance

Students who are not on assistantships are responsible for finding a health plan that is suitable for them.

All students who are on assistantships (at least 50% FTE) are entitled to benefits as a graduate student employee. Texas A&M Human Resources and Organizational Effectiveness (HROE) benefits office can assist the student employee with enrollment in a graduate student employee health plan through the university. Beginning in fall 2020, all Texas A&M University (TAMU-02, HSC-23) new hires may choose one of the following options:

1. Immediately enroll in a Texas A&M University System sponsored insurance plan on their date; or
2. Defer enrollment until the first of the month following their hire date; or
3. Defer enrollment until the first of the month following a 60-day waiting period

Employees must send an email to benefits@tamu.edu (or for relevant A&M health departments) within 5 days of their hire date to request on of the first two enrollment date options. Until the first day of the month following 60 days of employment, employees will have the full cost of premiums deducted from their paycheck on a pre-tax basis.

5.4.2 Avilés '53 and Dr. James Johnson '67 Fellowship Students

Students on Avilés-Johnson fellowships who are not eligible for TAMU insurance because of an assistantship appointment of less than 50% effort are eligible to participate in a Texas A&M University System (TAMUS) insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same plan type on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments and expenses to the Graduate and Professional School.

Departments approved to award scholarships (instead of assistantships) to Avilés-Johnson fellows must also provide payment for the student health insurance plan each year.

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5.4.3 Dissertation Fellowship Students

Students on Dissertation fellowships are eligible to participate in a TAMUS insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same premium category on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments and expenses to the Graduate and Professional School.

5.4.4 National Science Foundation – Graduate Research Fellowship Program Students

Students on NSF-GRFP fellowships are eligible to participate in a TAMUS insurance program as a graduate student fellow. Effective fall 2021, the Graduate and Professional School will reimburse fellows participating in a TAMUS insurance program for medical insurance at an amount equivalent to the cost of the employer contribution for grad students employed at 50% FTE for the same premium category on the A&M Grad Plan. Students must submit receipts and their plan coverage showing payments expenses to the Graduate and Professional School.

5.5 GRADUATE ASSISTANTSHIP TITLES AND CHECKLIST

There are four types of graduate assistantships (GA) available through the academic departments, colleges, Texas A&M University System (TAMUS) agencies and administrative offices:

- Teaching (GAT)
- Research (GAR)
- Lecturer (GAL)
- Non-teaching activities (GANT)

Most of these positions require employment of 20 hours per week. Although individual colleges may have higher requirements, graduate students holding assistantships must meet the GA registration requirements by the census date (see Section 5.3.2). The university does not mandate assistantships be terminated upon failure to maintain enrollment requirements after the census date. However, assistantships may be terminated by the employer upon failure to maintain the minimum enrollment requirement. Students serving in the four aforementioned GA titles are eligible for insurance benefits. Non-resident students may also qualify to pay tuition and fees at the in-state rate. More information can be viewed in the Assistantship Non-Resident Tuition Waivers section 5.3.

Graduate assistant checklist and position requirements can be found on the [Graduate and Professional School Graduate Assistant Employment Comparison webpage](#). *NOTE: International Students employed at ANY percentage of graduate student title code GAT or GAL requires English Language Proficiency Certification.

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Financial Processing ✦ Graduate Assistantship Titles and Checklist

Graduate Assistant Position Requirements/Benefits

POC	Overview	Graduate Assistant Non-Teaching (GANT)	Graduate Assistant Research (GAR)	Graduate Assistant Teaching (GAT)	Graduate Assistant Lecturer (GAL)
Professional and School	<p>Position Description</p> <p>GANT: Graduate students whose work does not involve instructional assignments for support of teaching or academic programs, and whose work is not primarily assisting with research. GANT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> -Non-lecture/non-classroom duties -Performance of varied programmatic activities in non-academic units. -Assisting with administrative duties in a variety of settings, and -Conducting activities that do not generally fall within GAT or GAR job responsibilities. 	<p>GAT: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist researchers (supervisors/principal investigator (PI)) with their research. GAT responsibilities are defined by and may include, but are not limited to:</p> <ul style="list-style-type: none"> -Conducting literature, library, laboratory or other forms of reviews or research. -Collecting, coding, learning or analyzing data. -Preparing materials for submission to journals, agencies and foundations. -Preparing materials for IRB, IRACUC, or IRB review and -Designing, generating or writing reports, presentations and publications. 	<p>GAT: Graduate students whose work involves assisting with research, supervising graduate or post-doctoral students, or support of teaching or academic programs. GAT responsibilities vary greatly and may include, but are not limited to:</p> <ul style="list-style-type: none"> -Teaching a section or laboratory section of a course. -Mentoring a graduate or post-doctoral student for the purpose of educating students. -Assisting a faculty instructor in teaching students in recitation or discussion sessions. -Tutoring individuals or small groups of students. -Holding office hours and meeting with students. -Assisting with grading or student assessment with or without student interaction, and -Preparation of materials for instructors or academic units. 	<p>GAL: Doctoral graduate students whose credentials allow them to serve as instructors of undergraduate courses. GALs are typically in the final years of their graduate program and lead to the acquisition of the supervisor or instructor title. GAT responsibilities may include, but are not limited to:</p> <ul style="list-style-type: none"> -Full classroom instruction of course. -Generating, grading and evaluating assignments and examinations. -Student performance evaluation and assessment of grades. -Office hours and student consultation, and -All other duties associated with instruction as assigned by the supervisor. 	
Employing Unit	Position descriptions on the web department.	Position descriptions on the web department.	Position descriptions on the web department.	Position descriptions on the web department.	Position descriptions on the web department.
Registration Requirements	GA Registration Requirements (Fall & Spring 3 hours) (Summer 3 hours)	GA Registration Requirements (Fall & Spring 3 hours) (Summer 3 hours)	GA Registration Requirements (Fall & Spring 3 hours) (Summer 3 hours)	GA Registration Requirements (Fall & Spring 3 hours) (Summer 3 hours)	GA Registration Requirements (Fall, Spring & Summer at least 1 hour)
ARTW	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).
English Language Proficiency in Teaching	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).	Eligible for Non-Resident Tuition Waiver ("Criteria are met as outlined on the State School ARTW criteria webpage).
Graduate and Professional School	<p>GAs that may need to temporarily work remotely from abroad to satisfy a business need resulting from their GA responsibilities may request an International Temporary Work Location (ITWL). Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.</p> <p>The maximum time for new graduate assistants is, on or before the first day of the semester when they are expected to begin employment related responsibilities.</p>	<p>GAs that may need to temporarily work remotely from abroad to satisfy a business need resulting from their GA responsibilities may request an International Temporary Work Location (ITWL). Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.</p> <p>The maximum time for new graduate assistants is, on or before the first day of the semester when they are expected to begin employment related responsibilities.</p>	<p>GAs that may need to temporarily work remotely from abroad to satisfy a business need resulting from their GA responsibilities may request an International Temporary Work Location (ITWL). Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.</p> <p>The maximum time for new graduate assistants is, on or before the first day of the semester when they are expected to begin employment related responsibilities.</p>	<p>GAs that may need to temporarily work remotely from abroad to satisfy a business need resulting from their GA responsibilities may request an International Temporary Work Location (ITWL). Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.</p> <p>The maximum time for new graduate assistants is, on or before the first day of the semester when they are expected to begin employment related responsibilities.</p>	<p>GAs that may need to temporarily work remotely from abroad to satisfy a business need resulting from their GA responsibilities may request an International Temporary Work Location (ITWL). Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.</p> <p>The maximum time for new graduate assistants is, on or before the first day of the semester when they are expected to begin employment related responsibilities.</p>
FLSA	Non-exempt from FLSA regulations – mandatory compensatory time and overtime	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations
Employment Start Dates	Non-exempt from FLSA regulations – mandatory compensatory time and overtime	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations
Human Resources	<p>Compensation</p> <p>Timerequests required</p> <p>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit-eligible position. Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Request to Work Additional Hours for further details.</p> <p>Benefits</p> <p>Health insurance required</p> <p>Health insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.</p>	<p>Compensation</p> <p>Timerequests required</p> <p>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit-eligible position. Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Request to Work Additional Hours for further details.</p> <p>Benefits</p> <p>Health insurance required</p> <p>Health insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.</p>	<p>Compensation</p> <p>Timerequests required</p> <p>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit-eligible position. Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Request to Work Additional Hours for further details.</p> <p>Benefits</p> <p>Health insurance required</p> <p>Health insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.</p>	<p>Compensation</p> <p>Timerequests required</p> <p>Salary paid at 50% FTE. Eligible for benefits if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit-eligible position. Can work no more than 20 hours per week without approval. Maximum additional hours depend on term and status as domestic or international. See Request to Work Additional Hours for further details.</p> <p>Benefits</p> <p>Health insurance required</p> <p>Health insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.</p>	
Budget	The Code: 3003	The Code: 3004	The Code: 3009	The Code: 3015	
Required International Student Health Insurance	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains migration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SHIP. The plan's administrative contact is F-1 and J-1 international students' union and the student. Students can have the fees waived if employed by the university or can meet waiver requirements. See International Health Insurance for further details.	
International Student Services	<p>International students are allowed to work up to 20 hours a week in their assisting during the fall and spring semesters, up to 40 hours a week during the summer term, and up to 40 hours a week during break periods. In accordance with the Department of Homeland Security Regulation 8 C.F.R. §14. (a)(9)(ii)(B) or (C), (8) F-1 OR AND OF CANADA EMPLOYMENT. EMPLOYMENT OF F-1 OR AND OF CANADA EMPLOYMENT.</p> <p>Graduating international students, on F-1 or J-1 visas, must stop working or otherwise comes first.</p> <p>See International Student Employment for further details.</p>	<p>International students are allowed to work up to 20 hours a week in their assisting during the fall and spring semesters, up to 40 hours a week during the summer term, and up to 40 hours a week during break periods. In accordance with the Department of Homeland Security Regulation 8 C.F.R. §14. (a)(9)(ii)(B) or (C), (8) F-1 OR AND OF CANADA EMPLOYMENT. EMPLOYMENT OF F-1 OR AND OF CANADA EMPLOYMENT.</p> <p>Graduating international students, on F-1 or J-1 visas, must stop working or otherwise comes first.</p> <p>See International Student Employment for further details.</p>	<p>International students are allowed to work up to 20 hours a week in their assisting during the fall and spring semesters, up to 40 hours a week during the summer term, and up to 40 hours a week during break periods. In accordance with the Department of Homeland Security Regulation 8 C.F.R. §14. (a)(9)(ii)(B) or (C), (8) F-1 OR AND OF CANADA EMPLOYMENT. EMPLOYMENT OF F-1 OR AND OF CANADA EMPLOYMENT.</p> <p>Graduating international students, on F-1 or J-1 visas, must stop working or otherwise comes first.</p> <p>See International Student Employment for further details.</p>	<p>International students are allowed to work up to 20 hours a week in their assisting during the fall and spring semesters, up to 40 hours a week during the summer term, and up to 40 hours a week during break periods. In accordance with the Department of Homeland Security Regulation 8 C.F.R. §14. (a)(9)(ii)(B) or (C), (8) F-1 OR AND OF CANADA EMPLOYMENT. EMPLOYMENT OF F-1 OR AND OF CANADA EMPLOYMENT.</p> <p>Graduating international students, on F-1 or J-1 visas, must stop working or otherwise comes first.</p> <p>See International Student Employment for further details.</p>	
Employing Unit	<p>Payment of tuition and required fees for PhD students in GANT positions is optional.</p> <p>Payment of tuition and required fees for PhD students in GANT positions is optional. GAT positions are required. GAs will be paid at least through their 3rd year of study, or students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See T&E Financials Page for further details.</p>	<p>Payment of tuition and required fees for PhD students in GANT positions is optional. GAT positions are required. GAs will be paid at least through their 3rd year of study, or students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See T&E Financials Page for further details.</p>	<p>Payment of tuition and required fees for PhD students in GANT positions is optional. GAT positions are required. GAs will be paid at least through their 3rd year of study, or students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See T&E Financials Page for further details.</p>	<p>Payment of tuition and required fees for PhD students in GANT positions is optional. GAT positions are required. GAs will be paid at least through their 3rd year of study, or students admitted without a master's degree, and at least through their 4th year of study for students admitted with their master's degree. See T&E Financials Page for further details.</p>	

This Graduate Assistant Position Requirements/Benefits table can be found at <http://grad.tamu.edu>.

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