Cross-Functional Onboarding Process for GA (GRA/GTA/GSA)

**Tuition Scholarship Processing**

**LEGEND:**
- GA – Graduate Assistant
- GRA – Graduate Research Assistant
- GSA – Graduate Student Assistant
- GTA – Graduate Teaching Assistant
- LOO – Letter of Offer
- S/C/D – School/College/Department
- TMC – Talent Management Coordinator

**S/C/D makes Selection**
- Make formal or informal offer

**Foreign National Students**
- *Hiring Manager/TMC makes contingent offer to final candidate
- *Informs HR of student’s citizenship status

**Domestic Student**
- After verbal offer is accepted Hiring Manager sends information to HR Client Services to create LOO

**Returning Student***

**International Students Complete Checklist items**
- Third week of July*

**Domestic Students Complete Checklist items**
- First week of July

**S/C/D**
- Make formal or informal offer

**Hiring Manager/TMC**
- Makes contingent offer to final candidate
- Informs HR of student’s citizenship status

**GRA/GSA/GTA assignment hits Payroll System**
- From HR personnel processing - July

**Office of International Students & Scholars**
- All GRA/GSAs/GTAs must enroll in minimum 6 credits

**Graduate School or S/C/D pulls GA list from Payroll system to schedule tuition scholarships**

**Financial Aid Office processes tuition Scholarships authorized by Graduate School/department**

**Graduate School or S/C/D pulls GA list from Payroll system to schedule tuition scholarships**

**Tuition Scholarship disbursement to Student Account begins 5 days prior to classes start**

**Calendar**

- January
- February
- March
- April
- May
- June
- July
- August
- September

- **S/C/D**
  - Grad School of Graduate Schools
  - Student can commit after this date

- **Mid-June**
  - Provost notifies departments of renewal day

- **July**
  - Some grants are hired after grant award
  - BOG sets tuition rates
  - Homeland Security International Entry/OISS
  - GSA/TSA: Can not enter country more than 30 days before expected start date

- **Tuition Scholarship**
  - Financial Aid Office processes tuition scholarships authorized by Graduate School/department
  - Graduate School or S/C/D pulls GA list from Payroll system to schedule tuition scholarships
  - Tuition Scholarship disbursement to Student Account begins 5 days prior to classes start