

Graduate Assistant & Internal Fellow To-Do Checklist

☐ Submit HR Hiring Documents

Must submit the following forms prior to the start of your appointment. Contact your hiring department with any questions related to the hiring forms.

- I-9 form with supporting documents
- Drug Free Workplace Policy form
- Bar of Claims form
- W-4 Federal form
- W-4 Rhode Island form
- Set up Direct Deposit through e-Campus
 - Instructions: Home > Self Service > Payroll and Compensation > Direct Deposit

☐ Enroll in Graduate Courses

Register for 6-12 graduate credits or 3 graduate credits with approved ABD status (*ABD status is not automatic. The student must apply for this status.* [Click here for a FAQ and application](#)). Must maintain good academic standing.

IMPORTANT: Tuition and Fee Waivers will not be applied until registration requirements are met.

International Teaching Assistants who are non-native English speakers, not from an English-speaking country, or who have not completed 3+ years of undergraduate study in an English-speaking country must certify oral proficiency by taking the **Versant English Proficiency Test**. The test is administered through OISS, who will contact you before the semester begins.

☐ Health, Vision, and Dental Insurance Plan

Once the assistantship/internal fellowship waivers are processed, students are automatically enrolled in URI's [health, vision, and dental insurance](#).

- **Health Insurance:** students will receive notification from AHP and must create an account at uhcsr.com/MyAccount to access their health insurance card (cards are not mailed).
- **Dental & Vision:** Physical cards are mailed by USPS. If needed sooner for an appointment, contact Health Services at health@uri.edu.
- If students wish to expedite enrollment (for quicker access to health or dental/vision benefits before cards are issued), they may self-enroll through [AHP](#).
- Students save money by using URI Health Services, where no copays, coinsurance, or deductibles are charged. Fees may apply when visiting outside providers

IMPORTANT: Health, Vision, and Dental Insurance is a contractual benefit and it cannot be waived. If you have existing insurance, it should be classified as secondary insurance.

☐ Obtain Parking Permit Each Semester

Obtain your GA/Fellow Parking Permit through TAP website. You must obtain your parking permit prior to parking on campus for **EACH SEMESTER** of your appointment. If you have any questions, please contact TAP by email at tap@uri.edu.

IMPORTANT: Commuter students can only park in commuter lots (#4, #7, #25 & #26). Residents must park in their assigned lot. **GAs and Fellows are NOT eligible to park in the Faculty/Staff parking lots.** [Click here to view Kingston Campus Map.](#)

How to obtain a GA/Fellow Parking Permit:

1. **Log into your parking account** at: uri.aimsparking.com using your URI Single Sign On (SSO). If you do not know your SSO, please contact the HelpDesk at 401-874-4357.
2. **Click on Order Account Permits.** The available permits will show up according to the appointment you are hired for (i.e. 10hr or 20 hr, Commuter or Resident)
3. **Purchase your GA Permit.** **IMPORTANT:** Only purchase if the proper price displayed for your permit. (Full -time appointments = \$0 | Half-time appointments = reduced cost) If the permit price has the incorrect amount, please see instructions below.

If your Parking Permit is not available or displays incorrect amount:

- **Visit the TAP office** located at 44 Lower College Rd with a copy of your assistantship/Fellowship contract and your vehicle information: make, model, color, and license plate.
- **TAP office will issue a 30-day temporary permit** from date of issue (for example, if student comes into the office Sept 1, the temporary permit will be valid through Sept 30th). This temporary permit will be \$0.
- **You are responsible to continuously check your TAP parking account** to see when your Ga/Fellow Permit becomes available.
- **Once GA Permit is available, follow steps 1-3**

☐ Pay Student Financial Responsibilities

Pay student percentage of fees and/or tuition by [deadline](#).

IMPORTANT: Please keep in mind that you will have a portion of the bill you are responsible for and late fees will apply if payment is not made by the [due date](#) set forth by Enrollment Services. Once your assistantship waivers are posted, you will be billed as a full-time student. [Click here](#) to view an overview of the assistantship financial package.

[Click here to view the financial responsibility breakdown](#)