

Graduate Assistant 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 have not completed three or more years of undergraduate study at a university in an English-speaking country need to certify their oral proficiency by completing the **Versant English Proficiency Test**. This test is given through URI's Office of International Students & Scholars (OISS), and they will reach out to you before the start of the semester.

☐ Self-Enroll in Health, Vision, and Dental Insurance Plan

You **[MUST SELF-ENROLL](#)** in URI's health insurance plan within the first two weeks of the assistantship appointment. Dental and vision insurance will automatically be applied once enrolled in the health insurance plan.

Learn more about the Health, Vision, and Dental Insurance benefits by [clicking here](#). Contact Health Services for questions related to insurance.

IMPORTANT: *Health, Vision, and Dental Insurance is a contractual benefit and it cannot be waived. If you currently have health, vision, or dental insurance, your existing insurance could be classified as secondary insurance.*

☐ Obtain Parking Permit Each Semester

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

How to obtain a GA 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 Assistantship 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 GA permit. (Full -time appointments = \$0 | Half-time appointments = reduced cost) If the permit price has the incorrect amount, please see instructions below.

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

- **Visit the TAP office** located at 44 Lower College Rd with a copy of your assistantship 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 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](#)