

Information for New Graduate Teaching Assistants, Graduate Research Assistants and Graduate Assistants

(hyperlinks are shown in blue)

New Student Guide: Learn how access [Hokie SPA](#), register for classes, submit the health history/ immunization record, and other pertinent details.

Mandatory Employment Forms: You must appear at the office that is funding your assistantship (the office that issued your contract) to complete forms before your first day of employment. **Do not** start work until this is done. See [list of documents](#) you must provide.

Pay Dates and Direct Deposit: Paychecks are issued by direct deposit twice a month (nine pay periods per semester). First pay date is September 1 for most assistants. Set up [direct deposit](#) at least two weeks before semester starts. If unable to meet this deadline, a paper check will be held for you at the Bursar's Office.

Tuition and Fees: Payment due dates are August 10 and January 10 every year. Your funding unit will pay the percentage of tuition and program fees shown on your contract. Blacksburg campus students pay comprehensive fees and out-of-state students at every campus also pay the Commonwealth Facility and Equipment fee each semester.

Out of State Waiver: You are eligible for this waiver if you are on a 4.5-, 9-, or 12-month assistantship and earn at least \$2000 on assistantship stipend during the contract period. It is applied to your account after your position is entered in the payroll system, *and* you have registered for at least one credit hour; it will show up on your student account as "UF Graduate Differential."

Payroll Deduction of Fees: You have the option to pay your comprehensive fees in semi-monthly installments over the nine pay periods in the semester. You can set this up in Hokie

SPA after your appointment is entered in the payroll system *and* you enroll for at least 1 credit hour.

Registration: Graduate assistants must enroll 12-18 credit hours by the last day of add/drop. Audit hours do not count toward the total number of hours; research and dissertation hours are counted. See [Timetable Calendar](#) for web drop/add enrollment dates.

Top three reasons for Registration Holds:

- Outstanding charges are not paid by August/January 10;
- [Schiffert Health Center](#) doesn't have your required health form or immunization record;
- You are an international student who has not provided proof of medical insurance.

Understand your bill: A statement of your charges and credits posts electronically in Hokie SPA on the 15th of the month. During open registration, charges and credits are posted daily until you are fully enrolled.

Tip: *To avoid a late fee, do not wait for your billing statement to update to pay any other charges you may owe.*

Insurance Subsidy Benefit: If you have a 50 percent or greater assistantship, you are eligible for an 88 percent subsidy of the university's [student medical insurance](#) plan. Eligibility for this plan also requires that you pay the remaining percent through payroll deduction.

Taxes: [State](#) and [federal](#) taxes may be withheld from your paycheck. Visit the [IRS Withholding Calculator](#) to estimate possible withholdings. International students may wish to visit [International-Taxpayers](#), or consult the university's international tax specialist, Janet Kunz at jakunz@vt.edu, regarding foreign national taxes and tax treaties.

Go to <https://graduateschool.vt.edu/funding/assistantships.html> for more details on Graduate Assistantships