



Northeastern University

Graduate School of Engineering

REQUIRED STEPS FOR STUDENTS APPOINTED ON A STIPENDED GRADUATE ASSISTANTSHIP

(Research Assistant, Teaching Assistant, Dean's Fellowship, Distinguished Dean's Fellowship, or Chair's Fellowship):

If you...

...have been awarded a Stipended Graduate Assistantship in your first term of entry into the Graduate School of Engineering... **read Sections A, B, and C.**

...have been awarded a Stipended Graduate Assistantship for the first time, but not in your first term in the Graduate School of Engineering... **read Sections B and C.**

...have been awarded a Stipended Graduate Assistantship previously, but would like updated information... **read Section C.**

SECTION A: FOR STUDENTS IN THEIR FIRST TERM OF ENTRY

As a new student, you must check-in in-person at the front desk of the Graduate School of Engineering, 130 Snell, no later than **5pm Thursday, January 3, 2019**. This will ensure that we know you are here, and you will be paid your first SGA stipend payment on January 15, 2019.

If you are an international student approved for a late arrival, you will need to check in with us upon arrival and will be paid your first SGA stipend payment on the next available paydate (see below).

SECTION B: ALL STUDENTS NEW TO AN SGA MUST FOLLOW THESE STEPS

The stipend portion of your assistantship is administered jointly by the [Graduate School of Engineering](#) and the [Student Employment Office](#).

STEP 1: Social Security Number

All students: All students newly appointed to a Stipended Graduate Assistantship must present their social security card in person at the University Student Employment Office, 271 Huntington Avenue. This must be done within one month of the start of the term in which the new SGA was awarded. At this time, you may update your W-4 form for tax purposes if desired.

International students: Follow the instructions below to request a social security number from the United States government.

SGA Social Security Number Letter Request Instructions

Students who have been awarded a Stipended Graduate Assistantship (SGA) will need to request an on-campus employment SSN Letter from the Office of Global Services (OGS) which must be signed by a Designated School Official (DSO).

To apply for a letter, please follow the steps below:

STEP A: Log into MyOGS, and submit the On-Campus Employment SSN Letter E-form. You will be asked to provide information such as the College where you will be providing services and your start date. You will also be required to upload your SGA letter. For "Start date of SGA," enter January 7, 2019 or the date you arrived to campus.

STEP B: A DSO from the OGS will review and sign the letter. An e-mail will be sent to your husky email once the Letter is ready for pick-up. Please note, the processing time for the on-campus employment letter is five business days.

STEP C: Present the letter to the Social Security Administration in order to apply for an SSN. For detailed instructions on how to apply for a Social Security Number, please refer to the [Social Security Number \(SSN\) section](#) of the OGS website.

As a reminder,

- **Students who have been awarded an SGA cannot have additional on-campus employment**
- **It is the student's responsibility to notify the OGS if there are any changes to his/her SGA**
- **Once you receive a social security number, you must present the social security card in person at the Student Employment Office in 271 Huntington Avenue. You will also complete a W-4 form for tax purposes at this time.**

STEP 2: All students: Visit the Student Financial Services website <https://studentfinance.northeastern.edu/billing-payments/direct-deposit/> for instructions on how to complete a **Direct Deposit Authorization Form.**

STEP 3: All students: Your stipend will be paid directly into your bank account on/about the 15th and the 30th of each month during which you hold your assistantship. Until your direct deposit is established, you will collect a paper paycheck at the Human Resources office at 716 Columbus Avenue, 2nd floor.

NOTE for our International Students: I-9 authorization is not required for Stipended Graduate Assistantships.

SECTION C: INFORMATION FOR ALL STUDENTS APPOINTED ON A STIPENDED GRADUATE ASSISTANTSHIP

10% DISCOUNT AT THE BOOKSTORE

As a recipient of a Stipended Graduate Assistantship (Research Assistant, Teaching Assistant, Dean's Fellowship, Distinguished Dean's Fellowship, or Chair's Fellowship), you are entitled to a 10% discount at the Northeastern Bookstore!

Stop by the Graduate School in 130 Snell between 8:30am and 5:00pm M-F to collect a 2018-2019 SGA sticker which we will place on your Husky ID Card. Don't forget to bring your Husky ID Card!

STIPEND PAYMENT DATES

For the Spring 2019 semester, stipend payments are made on the following dates:

PAY DATES SGAS)
1/15/2019
1/31/2019
2/15/2019
2/28/2019
3/15/2019
3/29/2019
4/15/2019
4/30/2019

FAQs:

MY BANK ACCOUNT DETAILS FOR MY DIRECT DEPOSIT HAVE CHANGED. HOW CAN I UPDATE THE INFORMATION?

Please visit <https://studentfinance.northeastern.edu/billing-payments/direct-deposit/> for information on modifying your direct deposit account.

WHEN CAN I EXPECT TO SEE MY TUITION CREDITED TO MY STUDENT ACCOUNT?

The tuition and health insurance waiver are administered by the Office of Student Financial Services (SFS), graduate financial aid division. Student Financial Services is located in 354 Richards Hall, 617-373-5899, sfs@neu.edu. Financial aid counselors are assigned by student last name and their contact information may be found on the [SFS website](#). While your tuition waiver will usually be credited to your student account within the first 6 weeks of the semester, it can sometimes take up to 8 weeks. If you are concerned about your tuition waiver, please contact a member of the student services team in the Graduate School of Engineering, or your graduate financial aid counselor directly.

If you register for a course late (after the Registrar's course add deadline), you will need to notify your financial aid counselor of the late registration so that your account can be reviewed for a tuition waiver.

Please note: You must pay the portion of your bill which is not covered by your SGA, i.e. everything except the tuition waiver and health insurance fee, as indicated on your SGA award letter. To avoid incurring late fees, do not wait for your SGA tuition waiver to be reflected on your student account before

you pay your fees. If you have any questions about which portion of your bill you should pay, please contact Billing, Payments and Third-Party Billing at studentaccounts@northeastern.edu.