

How to Apply (Step-by-Step)

1. **Apply to the graduate program** and be unconditionally admitted.
2. **Check your department or another unit each semester to determine available openings.**
3. **Prepare your application materials**
 - [Graduate Assistant Application Form](#)
 - Resume/CV
 - Statement of interest (TA or RA)
 - TSU Letter of Admissions
4. **Submit your application.**
 - The completed Graduate Assistant Application Form and resume to the hiring department or unit.
5. **Interview / review process:** The hiring department reviews applications and makes selection decisions. Applicants should be interviewed before the selection process is finalized.
6. The **department/unit** notifies the applicant in writing of the decision to hire or not hire.
7. **Review Offer details** The student should review the offer details (stipend, tuition remission, workload, start date)
8. **Complete onboarding** (HR/payroll/training)