

SCHOOL OF COMMUNICATION
**DEPARTMENT OF CINEMA
AND INTERACTIVE MEDIA**

APPLICATION - M.F.A GRADUATE ASSISTANTSHIP

Start - Fall 2017

A limited number of graduate assistantship awards are available for M.F.A. film graduate students in the Department of Cinema and Interactive Media. Awards may include a partial tuition scholarship in varying amounts and/or stipend award. In exchange for the assistantship award, students work a designated number of hours as assistants to faculty and in other positions.

You may work up to a total of 20 hours per week during the academic year.

The deadline for filing applications is April 24th, 2017 by 4pm. All applications should be printed and delivered to Carolyn Lopez on the 4th floor - c.castro5@miami.edu 305-284-6902

Announcements of assistantship awards for the upcoming academic year will be made at the end of the spring semester.

Decisions on assistantships in the department of Cinema and Interactive Media assume that the applicant has sufficient time and expertise to assist where needed and commitment to the responsibilities of the assistantship. The department of Cinema and Interactive Media makes recommendations for assistantships in the M.F.A. track; the final decision is made by the Graduate Studies Office.

Assistantship responsibilities:

Responsibilities and duties assigned to assistants will be determined by the needs of the department and are coordinated and evaluated by the assigned faculty supervisor. Specific duties may include teaching of assigned courses, assisting the faculty in the instruction of undergraduate and graduate courses, demonstration of various digital video production equipment, the projection of films and tapes, the operations of the Cosford Cinema, and assisting in scholarly or professional research.

The offer and acceptance of an assistantship carries with it the understanding that the responsibilities of the graduate assistant will take priority over any other non-academic activities. This means that:

- Course work, including work on projects and theses, must be properly coordinated with the duties attached to the assistantship so that all are properly balanced; and
- Any part or full-time job must not interfere with the assistantship.
- There is NO extension of graduate assistantships past the third year of studies.
- Failure to perform on an exemplary level in course work and/or assigned duties may result in the revocation of the assistantship.
- You may work a total of up to 20 hours per week during the academic year.

Evaluation of graduate assistants:

"Progress evaluations" will be made by the faculty monitoring the performance of the graduate assistants. Satisfactory progress toward a degree, including but not limited to meeting all requisite deadlines and all course distribution requirements, is essential for the continuation of graduate assistant status.

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Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Phone: _____ Email _____

Student ID: _____

Education

School: _____ Major: _____

Primary Focus (Example directing): _____ Disciplinary Warning? YES NO

List of Skills

List of skills: (example: Experienced on Avid Editing Software)

Statement of Purpose

State reason for applying to be a graduate assistant:

Signature

Signature: _____ Date: _____

Students with a GA, TA, RA, or Fellowship

Procedures to Process Paperwork for Graduate Assistantship, Sign-up for Health Insurance, and Payroll Deduction

Notes for Students with a Graduate Assistantship (A07) position:

- Keep in mind that you may work a total of 20 hours per week during the academic year. Hours may be increased during holidays and the summer.
- You may not begin on-campus employment more than 30 days prior to the actual start of classes *upon initial entry to the US to begin a new course of study*.
- You must be enrolled for the current academic term at the University of Miami to apply for a Social Security Number (SSN).

Get an "On-Campus Employer Offer letter:"

- Once you have received an offer letter for a Graduate Assistantship and accepted the award offer, ask your supervisor to write an "On-Campus Employer Offer letter." This offer letter must be typed or written on department letterhead, must contain the employer's original signature and must be formatted in accordance with a template provided by International Student and Scholar Services for the Office of Student Employment.

Go To The Department of International Student and Scholar Services (ISSS):

- If you do not yet have a social security number, take the On-Campus Employer Offer Letter as well as your Form I-94 and Form I-20 to International Student and Scholar Services. In that office, apply for, and receive from the office, a letter of certification for the SSA.

Get A Social Security Card:

- Go to the local Social Security Administration (SSA) office to apply for a Social Security Number. (Visit www.ssa.gov for information and directions to the Social Security office nearest you; we have however provided the contact information below.) The ID number issued to students by the University is not valid for employment purposes. If you are a new student, you may not take your application to the SSA office until you have been in the USA for a minimum of 10 days. This is how long it will take U.S. Citizenship and Immigration Services (CIS) to review your records in CIS's pre-processing immigration document/status verification check called "SAVE" (Systematic Alert Verification for Entitlements).

NOTE

- **You may not start working until you have your Social Security Number.**
- There are immigration regulations concerning work authorization for students in F-1 or J-1 status. Contact ISSS for further information in preparation for your visit to SSA.
- When you apply for an SSN, you will need to present:
 - **Your** valid passport
 - Your Form I-94
 - Your Form I-20 (F-1 students) or Form DS-2019 (J-1 students)
 - The On-Campus Employer Offer Letter from your employer acknowledging that you have been offered a position at the University (this is proof of your employment authorization).
 - The letter of certification for the SSA from ISSS.
 - Your foreign or US driver's license or your birth certificate

- At SSA, complete *Form SS-5, Application for SSN*. You must include your legal name as the name to be printed on your Social Security Card. Your legal name is the name in your passport. The name you enter on Form SS-5 must EXACTLY match the name reflected in your passport. You should request a receipt at the time you apply for the SSN for verification that you applied for a SSN.
- Your Social Security Card will be mailed to your home in approximately two weeks. The process may take up to one month if your records do not immediately appear in SAVE.
- Social Security Administration is located at the following address:
 - 6101 Blue Lagoon Drive, Suite 3000
 - Miami, Florida 33126
 - Phone: 1-800-772-1213
 - TTY: 1-800-325-0778
 - Hours: Monday, Tuesday, Thursday, and Friday 9:00 AM to 3:00 PM
Wednesday 9:00 AM to 12:00 PM

Do the following after you receive your SSN:

- Safeguard your SSN; it is an important document.
- As soon as you have your SSN, submit a change of ID to the Office of the Registrar. This must be done in person. Be sure to take a photo ID and your Social Security Card.
- If you work on campus, read the Office of Student Employment (OSE) brochure titled *HOW WORK WORKS at UM* <http://www6.miami.edu/ose/>, which outlines procedures and forms required for all student employees, including a specific section for graduate students with assistantships. There is also a link that will take you to a brochure with specific instructions for international students:
 - International student direct link from the OSE website
<https://umshare.miami.edu/web/wda/studentemployment/IntlEmployBrochure.pdf>
 - Graduate Assistantship Instructions direct link from the OSE website
http://www.miami.edu/index.php/ose/student_information/on-campus_student_employment_programs/graduate_assistant_program/

Complete E-Verify/The Electronic Form I-9:

- Notify your hiring department that you have received your SSN. The hiring department will then email a link to you that will enable you to complete the electronic I-9 process (using the Form I-9). Before you begin with the process, make sure you view instructions on how to complete the Form I-9 by visiting miami.edu/ose and clicking on the E-Verify link. Follow the instructions provided in *International Student Procedures for Completing the Electronic Form I-9* (<https://umshare.miami.edu/web/wda/studentemployment/IntlSTudentsEverify.pdf>). Once you complete Section 1 of the Form I-9, you will need to present original documents to the **e-verifier** in your department so that Section II of the Form I-9 and the e-verify process can be completed. For a list of acceptable documents please visit miami.edu/ose and click on the E-Verify link. Make sure to ask your supervisor or the staff person in charge for instructions.

Check Whether the Student Employment Assignment Form (SEAF) has been Submitted by Employer:

- Your employer (supervisor) will need to complete the Student Employment Assignment Form (SEAF) Part I and submit the form to the Office of Student Employment to enter your employment information on the Payroll System. They will also need to submit the Drug-Free Form (for Graduate Students only)

Complete the Foreign National Information Form:

- Once your job assignment has been processed by Student Employment and you have received an email confirmation that your assignment has been processed (SEAF - Part II), please contact the Payroll Office at 305-284-3664 to complete the Foreign National Information form (tax form). Take the following documents with you:
 - Form I-94
 - Form I-20 or DS-2019
 - Passport with Visa and Expiration Date Pages
- If you have a graduate assistantship, you are required to apply for Direct Deposit. To apply for Direct Deposit, log on to myUM and click on the **Employee** tab. Select **Payroll, HR & Misc.**, then click on **Direct Deposit** listed under the Employee Information Section.

Complete the W-4 Form - Employee's Withholding Allowance Certificate:

- If this is your first time working at the University of Miami, please complete and submit a federal W-4 Form (Employee's Withholding Allowance Certificate) to the Payroll Office. If you have already completed your W-4 but need to make changes, you can go to the **Employee Tab** in myUM to view your W-4 Information and make changes.

Federal Withholding tax may be applied to your earnings regardless of credits, degree status, or hours worked. It all depends on the information you submit on the W-4.

If you are enrolled in school at least part-time in a degree seeking program and financially registered, your wages will not be subject to Social Security taxes or benefits. Students who are not enrolled at least part-time, are not financially registered, or are not actively pursuing a degree will have Social Security taxes deducted from their pay. If you work in the summer and are not enrolled, your earnings are taxable.

Everyone must complete the W-4 form, regardless of whether or not you can claim exemption from federal withholding tax. **If you do not complete the W-4 form, the University Payroll Office will apply federal withholding tax based on "0" allowances.** For more information on tax liability and completion of the W-4, call Payroll/Disbursements at (305) 284-3664.

Some Notes on TA/GA/RA Health Insurance Credit:

- Eligible Coral Gables campus graduate students (TA's, GA's, RA's, Fellows, and Trainees who are enrolled in Ph.D., D.M.A., and M.F.A. programs) are eligible for an 80% credit towards the annual cost of the Student Health insurance plan. Students are eligible for 80% of the cost as long as they have a payroll assignment. If you graduate during the fall semester, it is your responsibility to notify the Student Health Service when you are leaving the University. **Failure to contact the Student Health Service will result in either pro-rated coverage or termination.**
- **Do Not Waive the Health Insurance charge** if you want to take advantage of this opportunity. Only students with comparable insurance coverage who do not want to enroll in the University Insurance should waive the insurance charge. If your insurance charge has been waived, or if you have requested coverage for only one semester, you cannot take advantage of the insurance credit.
- **Select Payroll Option Under Employee tab, on myUM.** To take advantage of this credit, select the payroll deduction option under the employee tab on myUM (www.miami.edu/myUM). If the payroll deduction option does not appear on your myUM screen, please contact your academic department to verify the status of your assignment. Although the deadline to waive the insurance charge is July 25th, the deadline to sign up for payroll deduction is October 1st. If your graduate student assignment is

delayed, you have until October 1st to sign up for payroll deduction, and thereby take advantage of the insurance credit.

- **Insurance Cost will be deducted from your paychecks.** Once the payroll deduction option has been selected, the charge for the Health Insurance coverage will be removed from your student account and your portion of the Health Insurance cost will be deducted from your paychecks in 3 equal installments starting at the end of October, \$153.74 per month for 3 months (October 2014 through December 2014). Although your portion of the annual insurance cost will be deducted in 3 equal installments from October-December, the insurance coverage period is from August 15, 2014 to August 14, 2015. Additional information is available at http://www.miami.edu/sa/index.php/student_health_center/insurance_information/
- **The School of Communication will offer a 20% credit for University Health insurance, for the portion not covered by the University.**

Contact Information:

- Office of Student Employment (OSE)
Phone: 305-284-6641
Address: 1204 Dickinson Drive, Rhodes House, Building 37-K, Coral Gables, Florida 33124
- International Student and Scholar Services (ISSS)
Phone: 305-284-2928
Address: 5600 Merrick Drive, Building 21-F, Coral Gables, Florida 33124
Email: iss@miami.edu
- Payroll Office (for questions regarding taxes)
Phone: 305-284-3664
Address: Gables One Tower, 1320 South Dixie Highway, Suite 760, Coral Gables, Florida 33124-2976
- Social Security Administration (SSA)
Phone: 800-772-1213
Address: To find a local Social Security Administration office, please visit www.ssa.gov and type your zip code into the Social Security office locator.
- Internal Revenue Service (IRS) (for questions pertaining to taxes)
Phone: 800-829-1040
- Office of the Registrar (for questions about student records)
Phone: 305-284-5455