Please save this form on your desktop, fill it in and obtain approvals. Send the original and a copy of the approved form to the ERA Research Administrator. Keep/distribute copies for Supervisor or Administrator and Student

Research Assistantship (Graduate Student)

and Certification of Tuition & Tax Exemption

☐ New ☐ Continuing ☐ Salary Change ☐ Account Change (SEE BELOW) ☐ Cancel Appointment (INDICATE STOP DATE IN COMMENTS)

Supply all requested information and signatures. Failure to do so may result in inaccurate or interrupted payments.

Empl ID Number: _____	Academic Year:____
Student's Name (Last Name, First) _____	Electronic Mail: _____
Home Dept Name: ____	Research Supervisor: _____
ERA Admin (if applicable):_____	Administrative Contact:_____

	Account/Projects to Charge:	% Time	Pay Period Salary	Salary PTA (i.e. 1015263-1-SXBFS)	Tuition PTA (if different)	Funding Source
Enter %, Salary and PTA For each Quarter	Autumn:		$ $			
	Winter:		$ $			
	Spring:		$ $			
	Summer:		$ $			

Indicate student status: ☐ Pre-MS ☐ Post-MS/Pre-Quals ☐ Post-Quals ☐ TGR

I acknowledge that I am entering into or continuing an employee/employer relationship with Stanford University. I understand that I will spend the above percentage(s) of time in support of the indicated project(s), provide the employment eligibility documentation required by federal law, and enroll as a graduate student each quarter. Further, I understand it is my responsibility to notify the department when there is a change in my enrollment status or employment eligibility status.

Student's Signature: _____ Date: _____

Comments:	Mail Code:
For retroactive account (PTA) changes, please attach Transfer Justification form. The form is available at: http://www-era.stanford.edu/eraweb/job_aids/dept_job_aids.html Additional information about cost transfers is also available on this same web page.	

_____ _____

Research Supervisor's Signature / Date **Administrative Contact's Signature / Phone / Date**

ERA Use ONLY:	R	P
	A	R

_____

SSO/Financial Associate/Phone/Date

White & Green: ERA **Yellow: Dept** **Pink: Res Supervisor or Admin** **Gold: Student** **(Rev. 5/2008)**