



## Graduate Assistant Request Form

Name:  Employee or Student ID:

Degree:  Domestic or International

1. **Type of appointment:** (Please select ONE) (Payment Structure)

- Graduate Research Assistant (GRA) (monthly or per period)
- Graduate Academic Assistant (GAA) (hourly, monthly or per period)

2. **Dates:** start from  to  (end date).

3. **Payment:** (Please select only ONE type of payment and enter salary amount)

- Monthly @ \$  /month
- Period @ \$  /period
- Hourly @ \$  /hour (Requires submission of hourly in Workday)

4. **Source of Funding:**

Program/Grant #:

Cost Centre:

\* If the student is a new employee at UBC, they must fill out the Personal Data form.

\* International students, must forward a copy of their Study Permit

Please email completed form to Helen Luk ([helen.luk@ubc.ca](mailto:helen.luk@ubc.ca))