



## Graduate Appointment Processing

Formerly Graduate School Document No. 12

TO: Executive Officers, Deans, Directors, Department and Program Chairs, Supervisors, Graduate Coordinators, and Administrative Managers

FROM: Tammy D. Barry, Vice Provost for Graduate and Professional Education

VIA: Mayra J. Garcia Rodriguez, Area Finance Officer

DATE: Fiscal Year 2024 | Updated July 2023

SUBJECT: Graduate Assistantship Appointment Processing

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### This revision includes the following changes:

1. Offer letter and Renewal Letter attachment upload in Workday.
2. Update Tuition and Waiver Information for 2023-2024 Academic Year.
3. Academic Department Approval Form requirement.
4. English Proficiency Requirement Changes.
5. Job profile 0176 and Job Profile 9904 details.
6. Include American Indian Residency Bill.
7. Update CSC supplemental departmental funding.

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## **APPOINTMENT OF GRADUATE STUDENTS: ASSISTANTSHIPS, FELLOWSHIPS, AND TRAINEESHIPS**

### **A. Recruitment**

1. The Graduate School provides offer letter templates serving as starting points for individualizing assistantship offers. These are available under “Important Secure Finance Documents” on the sidebar (<http://gradschool.wsu.edu/facultystaff-resources/712-2/>). These templates are a starting place with language recommended for assistantship offers; they may and likely should be formatted to fit specific department’s need.
2. A formal signed and accepted offer letter of support should be uploaded to the my.WSU admissions page and Workday appointment action as an attachment providing supporting documentation. This offer may detail a student’s full program duration or may be completed by individual academic years. When providing support by individual academic year, subsequent signed and accepted renewal letters should be uploaded to the Workday appointment action during that term’s processing period.
3. Offer contingency and eligibility language should be included on letters provided. This language includes training, attestation, and satisfactory academic progress requirements. Letter templates include standard language to provide.
4. Students admitted with support of an assistantship are required to respond to questions required by RCW Chapter 28B.112, initiated from my.WSU.
5. Equal Opp./Affirmative Action Statement required on all WSU Job Advertisements:  
“Washington State University is an EO/AA educator and employer”  
[http://hrs.wsu.edu/wp-content/uploads/2015/09/EO\\_AA\\_Diversity\\_Statements.pdf](http://hrs.wsu.edu/wp-content/uploads/2015/09/EO_AA_Diversity_Statements.pdf)

### **B. Eligibility**

Graduate appointments are limited to those pursuing programs of study leading to advanced degrees at Washington State University. Eligibility for admission to the Graduate School as well as eligibility for graduate appointments are determined by the Graduate School and the Vice Provost for Graduate and Professional Education.

1. For an **Initial Graduate Appointment**:
  - Admission by the Graduate School to a specific graduate career, with graduate status, is required. Students admitted in status codes of NADC and UNDG are not eligible for assistantships because these are not degree-seeking status.
  - Appointments of students admitted on provisional status receive individual review.
  - Mandatory CITI Responsible Conduct of Research training is required of all graduate students. Students should take this training as soon as possible and recertify every five years. The training is available at <https://orso.wsu.edu/citi-training-resources/>.
    - a. The Graduate School allows first term graduate students a one-semester grace period to complete the RCR, but assistantship appointments should be set up in Workday for one semester. Afterward, students are not eligible for an assistantship until the training is complete.
    - b. All Workday actions must include the completion date of the CITI Responsible Conduct Research training for each student in the comment section.
  - Mandatory training against **Discrimination and Sexual Harassment Prevention is required of all graduate students on assistantships**. Web-based training located at <https://hrs.wsu.edu/training/skillssoft-percipio/>. To avoid subsequent holds placed on the student registration accounts this training must be complete by:
    - September 30 for Fall semester appointments



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- January 31 for Spring semester appointments
  - June 30 for Summer appointments
  - Direct questions regarding training to Human Resources Services at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu). For questions regarding sexual harassment or discrimination, contact the Compliance and Civil Rights (CCR) at 509-335-8288 or [ccr@wsu.edu](mailto:ccr@wsu.edu). Student employees may review their training history by logging into [WSU Percipio](#) and may print Certificates of Completion. Employing areas have designated personnel to provide a list of employees' training history.
  - **Cyber Security Awareness training is required for all graduate students on assistantship.** In accordance with the goals of WSU executive Policy 37 (EP37), graduate students are required to complete the training within six months of the date of hire and complete the training annually thereafter.
    - a. Visit Human Resource Service's Skillsoft Percipio to complete cyber security awareness training.
  - **Sexual Misconduct Statement Questionnaire** must be completed in accordance with RCW Chapter 28B112. Graduate Students will receive a checklist item in myWSU, and a signed form must be submitted to the Graduate School or [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu). Students are not eligible for an assistantship until this form is submitted.
  - **Hazing Prevention Training** must be completed within the first six months of employment. Web-based training located by logging into WSU Percipio.
2. For **Reappointment**, graduate students must maintain a "B" (3.0) average in all course work taken subsequent to admission to the Graduate School. If the Graduate Assistant's cumulative GPA is < 3.0, an additional reinstatement recommendation from the department chair should be routed through the my.WSU Graduate Research Management (GRM) for Graduate School approval.
  3. Graduate students must enroll in a minimum of 10 credit hours and less than 18 credit hours, per semester to fulfill the assistantship requirements. Overload credit costs are the responsibility of the student.
  4. **Washington State Senate Bill 5475 requires any non-native English speaking international graduate student who will be appointed as a Teaching Assistant (TA) to meet the Graduate School's minimum spoken English language proficiency requirement.** Students who do not meet the minimum requirements or for graduate degree programs who may require a higher score as detailed on their fact sheet, must pass the International Teaching Assistant (ITA) exam before being appointed to a TA.

### C. Appointment

1. Once the department/program chair has determined that a position is available and that a prospective graduate student is eligible for admission with regular graduate student status, the chair may make an unofficial offer of a graduate appointment to the student, subject ultimately to administrative approval by the Graduate School.
2. Chairs are responsible for monitoring their own assistantship quotas and availability of grant and contract funds. Exercise care to stipulate accurately the salary and terms of appointment when making unofficial offers. When making an assistantship offer, the template letters provided by the Graduate School should be used (A.1 above), and the copies of the offer letters should be uploaded to the admissions portal on my.WSU, while retained in accordance with the WSU Records and Retention schedule. Attach Offer/Renewal letters to the Workday actions as supporting documentation.



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3. Graduate teaching assistants are not authorized to teach a course that carries graduate level credit. They may assist in a graduate course, but cannot have the major responsibility for it or participate in the evaluation of other graduate students or in the assignment of grades.
4. Graduate assistants will normally be appointed half-time (50% FTE) at an appropriate salary level listed on the [Assistantship Stipend Guide](#). More information is available at <https://gradschool.wsu.edu/graduate-student-assistantships/>.
5. The Graduate School strongly discourages graduate assistants from working additional hours beyond 50% FTE. The additional work often has a negative impact on the student's academic progress and time to degree completion. However, the Graduate School recognizes that work opportunities can provide students with professional development, support individual career goals, and/or provide necessary financial resources. Consequently, the Graduate School recommends the following guidelines for graduate assistants who want to work additional hours beyond the 50% FTE appointment:
  - Additional work directly advances professional development and career goals.
  - Working more than 5 additional hours per week is strongly discouraged. University breaks (i.e., winter, spring, summer) are not included in this policy with an approved exception to policy memo.
  - If the student will work more than 5 additional hours per week, the academic department chair/director must provide an exception to policy memo to the Vice Provost for Graduate and Professional Education addressing the following:
    - a. The student's current status in the department (performance and longevity)
    - b. The timeline for degree completion
    - c. How many additional hours of work are being requested; and
    - d. How the work involved contributes to the student's academic work, progress toward degree, and career goals.
    - e. The program chair/director should stipulate in this memo that if the student does not complete the degree requirements in a timely manner, the department will continue to fund the student until the degree is completed.
6. Assistantship appointments may only have one funding source. Split positions with split waivers will require multiple Workday actions; do include the details of the other appointment in the comments of each to avoid returned actions.
7. Graduate Assistantships from non-academic units and Staff Assistantships must obtain prior approval from the students home department by signing the Academic Department Approval Form. The waiver policies are similar to those for academic areas. All requests for Operating Fee Waivers follow the same fund guidelines. The academic authorization template is available in the offer letter section on the Grad School website.

#### **D. Waivers**

1. Graduate School tuition waivers are not available for summer semesters. To qualify for the tuition fee waiver(s) for the Fall and/or Spring semesters, the appointment must be:
  - For the full semester (August 16 – December 31 or January 1 – May 15) or the full nine-month academic year (August 16 – May 15)
    - a. When deviating from these dates, notify the Graduate School via a GRM exception request to be reviewed and approved as waivers/benefits may be manually applied.
    - b. Late start request for new students with justification may be sent to [gradschool@wsu.edu](mailto:gradschool@wsu.edu) for approval; include approval date in Workday comments.
  - At least quarter-time (10 hours/week) 25% FTE.



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- Waivers **do not** cover mandatory student fees. Graduate students on an assistantship are responsible for paying these fees each semester as well as a small portion of the tuition that by State of Washington law cannot be waived (Tuition & Waiver Table below).
- Per **RCW 28B.15.014** to qualify for tuition waiver(s), the student **must reside within the State of Washington**.

2. **OPERATING FEE WAIVER (OFW):** Graduate assistants on an appointment with fund types FD001, FD076, or FD080 who are enrolled full time (minimum of 10 credit hours) may receive OFW as a scholarship based on need or merit. Stipends paid to a graduate assistant should bear no relationship to whether or not a scholarship is given.

- Appointments for  $\geq 50\%$  may receive a full OFW.
- Appointments of  $\geq 25\%$  (but less than 50%) may receive a half OFW.
- If the student decides to terminate employment mid-semester, or if the FTE percentage is changed, waivers may be removed. In this case, the student may be responsible for paying the full tuition charges.

*Assign waivers through a Change Organization Assignment in Workday.*

3. **QUALIFIED TUITION REDUCTION (QTR):** Graduate research assistants on  $\geq 25\%$  appointments for an entire semester or academic year that are enrolled full time (minimum of 10 credit hours) may receive a QTR as a fringe benefit entitlement when the position is funded by extramural sources. Waivers are expensed from the designated account as Spend Category, SC00345, when payroll runs. QTRs cannot be charged to state appropriated funds (FD001, FD076, FD080).

**If the QTR needs to be changed to a different budget mid-semester, contact the Payroll Office and the Graduate School immediately.**

Grants not allowing tuition may work with their grant administrator as they should not assign QTRs. Additional questions may go to Sponsored Programs Services.

- Appointments for  $\geq 50\%$  FTE may receive a full QTR.
- Appointments of  $\geq 25\%$  (but less than 50%) may receive a half QTR.
- If the student terminates employment mid-semester, or if the FTE percentage is changed, the QTR may be prorated. This is accomplished by submitting a guarantee support memo and removing the QTR waiver from the Workday assistantship appointment. The student will be responsible for paying any residual tuition owed.

4. **ALL BUT DISSERTATION (ABD) WAIVER PROGRAM**

The Graduate School's "All But Dissertation" (ABD) Waiver program offers multiple benefits to faculty and students, but most specifically, it encourages the use of extramural grants to support doctoral students. Applications for the ABD waiver must be submitted to the Graduate School via the GRM before the processing of Workday actions. Waivers are provided at the level of the current fiscal year Operating Fee Waiver. Students can qualify for ABD status for up to five (5) academic semesters. For ABD waiver eligibility, prior to 8/15 or 1/1, a student must:

- Qualify for an assistantship according to Graduate School policies.
- Have completed all course work on the Program of Study.
- Passed the preliminary examination for advancement to doctoral candidacy.
- Be appointed on a  $\geq 50\%$  FTE assistantship funded by an extramural grant.

Before the first semester a student is eligible for an ABD waiver, the employing department must submit the ABD application form for Graduate School review with the following Deadlines:



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- Fall Semester Priority Deadline is 08/01, and 08/15 is the final cutoff
- Spring Semester Priority Deadline is 12/10, and 01/01 is the final cutoff

The ABD application form does not need to be submitted for subsequent semesters after a student has been approved as ABD eligible because the required extramural funding will be reviewed during each semester processing cycle.

5. **Non-resident** graduate students on a  $\geq 25\%$  FTE graduate appointment may be awarded a waiver of the non-resident portion of the tuition. The department is responsible for awarding non-resident “NR” differential waivers in the Org Assignment Grad Waiver section of the Workday action. Domestic graduate students who have residency outside of Washington State are required to apply for Washington residency to avoid paying out-of-state tuition after their first year of their academic program.
  - Appointments for  $\geq 50\%$  may receive a full non-resident “NR” waiver.
  - Appointments of  $\geq 25\%$  (but less than 50%) may receive a half “NR” waiver.
    - a. Non-resident waivers are not guaranteed beyond one year. Information regarding establishing WA residency: <https://gradschool.wsu.edu/establishing-residency/>. Domestic students failing to establish residency will have non-resident rate obligations. Opportunity to discuss hardship with Graduate School may be requested after application is denied. International students are provided an non-resident tuition waiver with their assistantship appointment throughout their academic career.
6. **Any decrease in the duration of the appointment to less than one full semester OR decrease in the percentage of appointment may result in immediate termination of the Qualified Tuition Reduction (QTR), Operating Fee Waiver (OFW), All But Dissertation Waiver (ABD), and/or non-resident waiver (NR).** The Graduate School should be informed if such changes in appointment occur. For more, see the Graduate School Policies & Procedures, Chapter 9. <http://gradschool.wsu.edu/chapter-nine/>
  - If a student terminates employment mid-semester or reduces the appointment’s FTE, the waivers may be removed. In this case, the student will be responsible for paying the full tuition charges.
  - If a student’s employment is terminated because of academic performance and/or enrollment is cancelled, the student retains the OFW and non-resident tuition waivers, but a QTR ends upon termination of employment.
7. **Veteran** graduate students who are Washington State residents qualify for reduced tuition rates and therefore, may receive a reduced fee waiver. Questions regarding veteran or military students should be directed to the [Office of Veteran Affairs](#).
8. **American Indian Residency Bill** provides in-state tuition to students from eligible tribes. Further details can be found at [Student Financial Services](#).



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2023-2024 Tuition & Waiver Information		
TUITION & FEES INFORMATION PER SEMESTER For Pullman Campus Excluding DVM, MBA, and Nursing Professional Degrees	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
<b>TOTAL FULL TIME (10-18 CREDITS) TUITION &amp; FEES</b>	<b>\$6,627.00</b>	<b>\$14,210.50</b>
Operating	\$6,148.50	\$13,434.00
Student & Activity	\$289.50	\$289.50
Building	\$189.00	\$487.00
<b>Less: Tuition Waiver applied with Assistantship (OFW, QTR, or ABD)</b>	<b>\$6,148.50</b>	<b>\$6,148.50</b>
<b>Less: Non-Resident Waiver applied with Assistantship (NR)</b>		<b>\$7,583.50</b>
<b>TOTAL RESIDUAL TUITION TO BE PAID BY THE STUDENT per semester</b>	<b>\$478.50</b>	<b>\$478.50</b>
<b>Other Mandatory Fees to be Paid by the Student</b>	<b>\$573.08</b>	<b>\$573.08</b>
Student Recreation Center	\$168.00	\$168.00
Health & Wellness Fee	\$244.00	\$244.00
Pullman Transit Fee	\$36.08	\$36.08
Compton Union Building (CUB) Renovation Fee	\$120.00	\$120.00
Media Fee	\$5.00	\$5.00
<b>TOTAL TUITION &amp; FEES TO BE PAID BY THE STUDENT per semester</b> Payroll deduction available with additional fee ( <a href="https://payroll.wsu.edu/graduate-student-payroll-deduction/">https://payroll.wsu.edu/graduate-student-payroll-deduction/</a> )	<b>\$1,051.58</b>	<b>\$1,051.58</b>

[https://gradschool.wsu.edu/documents/2023/05/tuition-and-fees\\_2023-2024\\_ay.pdf/](https://gradschool.wsu.edu/documents/2023/05/tuition-and-fees_2023-2024_ay.pdf/)

Other campus calculations available: <https://payroll.wsu.edu/graduate-student-payroll-deduction/>

### E. Graduate Student Medical Plan

1. Graduate students on  $\geq 50\%$  assistantships (enrolled for a minimum of 10 credits) are entitled to the [Graduate Student Health Insurance Medical Plan](#). Contact Cougar Health Services for further details.
  - **Current term assistantships must be the students' primary job to prevent delays in registering the student to health insurance coverage.**
2. Students who are on a fellowship, traineeship, or internship may qualify for Graduate Student Insurance if they meet the following conditions:
  - The student is paid a stipend of  $\geq \$800$  per month; and
  - The student is engaged in research similar to that of an RA; and
  - The student is registered for a minimum of 10 credits; and
  - The costs of the insurance are paid using non-state funds (grants, external funds)

To request for Graduate Student Medical Insurance, each semester the department must submit the [Sponsored Graduate Student Support Memo](#) to the Graduate School, via myWSU.wsu.edu by August 1 (for Fall semester) or December 1 (for Spring semester). Departments may view the [Cougar Health Services](#) website for cost information.

### F. Payroll Deductions

Graduate students on  $\geq 50\%$  assistantships during the academic semesters may authorize Payroll Services to deduct the total amount of their tuition and fees owed over eight (8) pay cycles beginning the first pay date of the semester.

1. Deductions may be authorized for:
  - a. Total Tuition (without a waiver), or Residual Tuition (after waiver)
  - b. Service/Activity/Building fees
  - c. Health & Wellness fee



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- d. Student Recreation Center fee
- e. Pullman Transit Fee, and
- f. Compton Union Building fee
2. Graduate assistants must authorize an online payroll deduction request in [Workday Self Service](#) before the late fees for tuition are posted (see the [academic calendar](#)). Payroll deduction is an optional service provided at a fee of \$8 per semester. Students would need to sign up each semester through Workday.
3. If the graduate assistant separates from their appointment mid-semester, Payroll Services will adjust the student's account and the student will be responsible to pay the remaining balance directly to the university Bursar's Office.
4. If a graduate assistantship appointment is approved by the Graduate School after Payroll's Graduate Deduction deadline, they can request an exception through Payroll Services.

### **G. Workday**

1. For each individual assistantship, a Workday action must be submitted. The Graduate School will review each action submitted. Consult the Graduate Position and Compensation- Academic Year Workday Reference Guide: <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/186253819>
2. In the Comments section of the Workday action, the following should be included:
  - WSU ID #
  - CITI RCR Completion Date: MM/DD/YYYY
  - Commitment number or Exception to Policy number if applicable
3. Offer letter/Renewal letter/Appointment letter must be attached to the Workday action.
4. If applicable, Academic Department Approval Form must be attached to the Workday action.
5. Answers regarding the current status of a Workday action can be viewed from the student's Business Process – Worker History. Specific questions regarding the Workday action should be directed to the Graduate School [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu), the [Modernization Service Desk](#), or Human Resource Services 509-335-4521.
6. It is strongly encouraged to reconcile the Graduate Assistantships within your area. Consult the [Reconciling Graduate Student Assistantships](#) Workday Reference Guide.

### **H. Evaluation and Certification of Effort**

1. If a graduate student is appointed to an assistantship for a semester, including the summer, or for the entire academic year, the department is responsible for ensuring that the student receives a review of their progress in fulfilling the responsibilities of the assistantship. In addition, all students appointed to an assistantship must certify annually that they have met the requirements of the assistantship. Certification requires both the student's and the department/supervisor's signature indicating that the student did all of the following during their appointment period:

- remained enrolled full time (at least 10 credits during the fall and spring semesters; 3 credits during the summer);
- maintained a 3.0 cumulative GPA during the period of the appointment; and
- met the service requirement of 20 hours per week for 50% FTE as scheduled by the department/supervisor (or based on hours required for FTE).

This certification requirement may be added to the department's annual review form and/or the assistantship review form. If the student did not meet one or more of these requirements, the student will not be reappointed to the assistantship, unless granted an exception to policy based on





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extenuating circumstances. Exceptions to policy must be submitted by the department to the Vice Provost for Graduate and Professional Education.

**I. Services Required**

1. Half-time service requires 20 hours of work per week during the term of the appointment. Other fractional appointments, when permitted, will be made on a proportionate basis. For teaching assistants, the “20 hours of work per week” is satisfied if a graduate teaching assistant has out-of-class preparation and meets six to eight classes per week or directly serves twelve to fifteen hours of laboratory per week. Departments are not required to maintain time reporting systems, such as Daily Activity Reports or other time reports, for teaching, staff, and research assistants.
2. No service to the University is required of fellows or trainees.

**J. Leave and Vacations**

1. During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the University is not in session, with the exception of the legal holidays designated by the Board of Regents.
2. All University holidays are designated by the Board of Regents and are posted on the Human Resource Services website at <https://hrs.wsu.edu/resources/holiday-schedule/>.
3. Graduate students on appointment **do not** earn annual leave or sick leave.

**K. Salaries**

1. A detailed Assistantship Stipend Guide is at <https://gradschool.wsu.edu/graduate-student-assistantships/>. Changes in salary and title are only made at the beginning of the fall and spring semesters or at the beginning of Summer Session or Summer Appointment periods. The minimum recommended stipend step is 26 for Master’s students and 32 for PhD students. However, departments can choose to offer higher stipends depending on duties assigned and/or competition with other universities in recruiting quality graduate students.
2. Graduate assistants will normally be appointed 50% FTE at a salary level listed on the Assistantship Stipend Guide. The base salary for state-funded assistants will normally be that which is authorized in the permanent budget. Incremental increases for those on state or not-state funded positions will be based on the need to award students for extraordinary merit, skills, experience, educational background (pre-master’s vs. post-master’s), or assistantship responsibilities.



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**L. Graduate Student Titles with Workday Waiver codes**

Below are appropriate titles for graduate students at Washington State University.

Grad Assistantship Job Profile & Waiver Codes				
<u>Job Profile</u>	<b>Operating Fee Waiver (OFW)</b>	<b>Qualified Tuition Reduction (QTR)</b>	<b>All But Dissertation (ABD)</b>	<b>No Waiver or Non-Resident</b>
	<i>Allowable Funding: FD001/FD076/FD080</i>	<i>Allowable Funding: FD043/FD44/ FD085 + others allowing tuition</i>	<i>Allowable Funding: FD043/FD44/ FD085 with <a href="#">Approved ABD</a></i>	<i>Allowable Funding: Only Various</i>
<b>9901 – Teaching Assistantship</b>	OFW OFWNR 1/2OFW 1/2OFW1/2NR	–	–	NR 1/2NR blank
<b>9903 – Research Assistantship</b>	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank
<b>9904 – Project Assistantship</b>	–	–	–	NR 1/2NR blank
<b>9905 – Staff Assistantship</b>	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	–	NR 1/2NR blank
<b>9906 – Veterinary Assistantship</b>	OFW OFWNR 1/2OFW 1/2OFW1/2NR	QTR QTRNR 1/2QTR 1/2QTR1/2NR	ABD ABDNR	NR 1/2NR blank

TITLE	ACADEMIC	SUMMER
Graduate Teaching Assistant	9901	9970
Graduate Research Assistant	9903	9971
Graduate Staff Assistant	9905	9972
Graduate Project Assistant	9904	9904
Graduate Veterinary Assistant	9906	9906

Faculty rank titles are not appropriate for those enrolled in the Graduate School at WSU.



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1. Students appointed to **Job Profile 9904-Project Assistantship** are to be funded with extramural funds/Grants that do not allow tuition expenditures. It is expected the student be compensated at a higher salary step. Graduate School recommends a minimum salary of step 91 for Master students and step 94 for PhD students.
2. **Job Profile 0176 Academic Year Graduate Student Teaching/Instruction** is available for graduate students not on assistantship, but who need to be compensated for teaching. Additionally, this job profile can be used for graduate students who are on current assistantship, but will be teaching an additional course, at which point, an exception to policy must be approved.

**M. Chinese Scholar Council tuition waiver program**

Applicants must meet all WSU Graduate School Admission requirements. Applicants must provide verification of the CSC Scholarship as part of their financial verification. The Graduate School will receive a final list of approved scholars from the CSC. CSC will provide a living allowance, visa fees, and round-trip airfare to WSU. The WSU Graduate School will provide in-state and out-of-state tuition waivers for up to 48 months or four (4) academic years while the student is on the CSC scholarship.

The recruiting department will take reasonable steps to assist the students in obtaining \$8,000 of supplemental financial support from the advisor or department to meet the minimum WSU financial requirement for the immigration paperwork. Departments can pay the CSC scholar via:

1. Scholarship (requires no work from the student)
2. Workday appointment not to exceed 10 hours per week (requires work from the student)