

Handbook for

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Graduate  
Assistants

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1987-89

University of  
Minnesota

## **Graduate Assistant Office**

The Graduate Assistant Office (GAO) has been established to administer the graduate assistantship program and to provide ombudsman services for graduate assistants. The GAO advises all University units on policies regarding graduate assistantships, and advises graduate assistants concerning problems that may arise from their dual role as students and employees of the University. The GAO is an administrative arm of the Office of the Vice President for Academic Affairs, located in the Graduate School for the convenience of graduate students. The office publishes a quarterly newsletter, the Grapevine, and distributes the Handbook for Graduate Assistants. Other services include posting of graduate assistantship openings, explanation of grievance procedures, and administration of the tuition benefit plan for graduate assistants. Graduate assistants are invited to contact the GAO, 411 Johnston Hall, for assistance on any matters that pertain to their assistantships.

This handbook is a description of current University policies and procedures concerning graduate assistantships. It discusses only those academic appointments reserved for graduate students:

**Teaching Assistants 9511**  
**Research Assistants 9521**  
**Administrative Fellows 9531**

The Graduate School Fellowship Office provides information concerning fellowship support for graduate students.

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## **ATTENTION: UNIVERSITY JOB APPLICANTS**

Federal law requires all employees hired by the University after November 6, 1986, to provide documents showing they are U.S. citizens or aliens authorized to work. We cannot employ you without the required documents even if you are a U.S. citizen.

U.S. citizens who do not have a U.S. passport (or a certificate of citizenship or naturalization issued by INS) must produce two documents: 1) a document to show identity, such as a drivers license, school identification card photo, or voters registration card; AND 2) a document to show eligibility to work in the United States, such as a social security card or a birth certificate.

Permanent resident aliens can prove their eligibility to work by showing a resident alien card (I-551 or I-151) containing their photo or an unexpired foreign passport with an unexpired I-551 stamp. Other aliens must show a form I-94 attached to their passport which indicates they are authorized to work, or show proper identification and other documentation from the INS proving work authorization.

If you are hired for the position you are applying for, you must provide the required documentation within (3) three business days of your first date of employment. Since we cannot employ you without the required documents, it is essential that you plan ahead. If you do not have the necessary documents, apply for them now.

## **The Role of the Graduate Assistant**

University of Minnesota graduate assistants play active roles in the instructional, research, and service missions of the University. Their appointments involve them in interaction with students, faculty, and administrators and in the advancement of the educational programs of their departments and colleges.

The graduate assistantship fulfills a dual function. On the one hand, it provides instructional and research staff needed to accomplish the educational missions of the various units of the University. On the other hand, it offers the graduate student both financial assistance and the opportunity to gain professionally related experience.

Similarly, graduate assistants have a dual responsibility. As members of the academic staff, they are responsible for performing those teaching, research, or administrative duties attached to their appointments. As graduate students, they are committed to pursuing the course of study required by their degree programs.

The two fold nature of the graduate assistantship, along with the great diversity of requirements among different programs, makes establishing a single set of criteria for all assistants very difficult. In any case, however, graduate assistants clearly fulfill important functions as members of the instructional, research, or administrative staff while they pursue their graduate studies and broaden their professional experience.

## **Types of Graduate Assistantships**

Graduate students may be appointed to any of three positions: teaching assistant, research assistant, or administrative fellow. Each department may supplement the general descriptions provided below with specific descriptions of the duties required of the graduate assistants it employs.

### **Teaching Assistant 9511**

Teaching assistants work under the supervision of the academic staff, providing assistance to the faculty in the teaching or advising of students registered in specific courses. Teaching assistants may be responsible for a range of duties. They may work directly under the supervision of a faculty member who is primarily responsible for the course. In this case, the TA's duties may be limited to such tasks as grading examinations and reports; supervising or instructing laboratory classes, recitation sections, or intern groups; or preparing examination or class materials. Teaching assistants may also be assigned the primary responsibility for lectures, course organization, academic administrative duties, grading, etc.

### **Research Assistant 9521**

Research assistants perform duties of a specialized nature connected with research studies assigned by the supporting department or principal research investigator. Such duties include collecting research material, performing experiments, doing taxonomic work, taking field notes, recording data, performing statistical analyses, preparing bibliographies, abstracting, editing, etc.

For some students, the research assistantship may provide the base for part or all of his or her own thesis; for others, it may provide the technical skills specifically required for all students within a given degree program. For still other students, the duties of the research assistantship may not provide an educational experience that constitutes part of the degree requirements for the assistant's own degree program, even though the research falls within the student's field of study.

### **Administrative Fellow 9531**

An administrative fellow performs duties of a specialized nature connected with academic administration. The work is performed under the direction of designated members of the faculty or administrative staff. Duties may include: assisting administrative staff in the development, interpretation, and implementation of policies, guidelines, and procedures; conducting institutional and interinstitutional policy and planning reviews; providing resource support for committees; collecting and analyzing data; keeping records; preparing reports; abstracting, etc.

### **Graduate Assistants and Taxes**

The University withholds state and federal taxes on payments to all Teaching Assistants, Research Assistants, and Administrative Fellows.

In the past, the IRS has treated the stipends of some RAs as tax-exempt on the grounds that they were scholarships or fellowships, thus allowing some graduate assistants to recover the taxes that have been withheld. As a result of the Tax Reform Act of 1986, however, the exclusion for scholarships and fellowships has been restricted considerably. Under current law, scholarships and fellowships awarded to degree candidates are considered taxable income, except for the amounts of the students' "qualified tuition and related expenses", defined as tuition and fees required for enrollment, and necessary books, supplies, and equipment required for courses. Room and board, travel, research, clerical help, and other

expenses not actually **REQUIRED FOR ENROLLMENT** are not qualified expenses. The use of funds for qualified tuition and related expenses must be in accordance with the conditions of the source of funds. For non-degree candidates, the full amount of the scholarship or fellowship is considered taxable income.

(Some Scholarships/Fellowships awarded prior to August 16, 1986, may qualify for treatment under the old law for the duration of the award.)

Students holding graduate assistantships who wish to claim that some portion of the award is tax-exempt are urged to keep accurate records, including receipts, of all funds received and all expenditures for qualified tuition and related expenses.

**International Students on F-1 or J-1 Visas:** The University is required to withhold 14% of the Scholarship and/or Fellowship payments made to students in this category.

**Tuition Benefits Based on Percentage of Assistantships:** Under current tax law, tuition benefits based on assistantships are not treated as wages. However, this provision of the law expires December 31, 1987, which means that tuition benefits based on assistantships may be treated as wages after that date.

**Final Note:** Students who wish to know more about the tax law may want to consult relevant publications of the Internal Revenue Service, including the most recent revisions of Publication 508, Educational Expenses; Publication 518, Foreign Scholars and Educational and Cultural Exchange Visitors; Publication 519, U.S. Tax Guide for Aliens; Publication 520, Scholarships and Fellowships; and Publication 17, Your Federal Income Tax. Students are encouraged to consult a tax attorney or to contact the IRS for definitive responses to their questions. (IRS HOTLINE: 1-800-424-1040)

## **Appointment to Graduate Assistantships Opportunities for Assistantships**

Assistantships are one of the means by which departments provide financial assistance to their graduate students. Departments usually restrict appointments or give priority in appointments to graduate students in their own degree programs. Many assistantships, however, are offered throughout the year by departments that are either willing to consider more than their own graduate students, or that do not have graduate students of their own, such as administrative units of the University. These assistantships are posted in the Graduate Assistant Office, 411 Johnston Hall, as they become available. Any otherwise eligible graduate student may apply directly to the departments to be considered for these positions.

### **Eligibility**

Students admitted to Graduate School degree programs are eligible to hold graduate assistantships. Among those students who are not eligible to hold graduate assistantships are those admitted to the special Graduate School registration category, "Course Work Only," and those admitted to the University as "Adult Special" students.

Appointment to a graduate assistantship may not begin before the quarter of admission to a Graduate School degree program, except in the case of those students admitted for Fall quarter, who may hold appointments beginning the preceding Summer. For relevant dates, see the section on quarterly payroll periods. (Page 13.)

A student who has graduated may continue to hold appointment as a graduate assistant if he or she has been officially admitted directly into another Graduate School degree program. A student who has graduated and has not been officially admitted into another Graduate School degree program may complete the remaining portion of a previously committed academic or fiscal year term of appointment, but a change in title to a non-graduate assistant classification will be required: research assistants will be reclassified as research specialists, teaching assistants as teaching specialists, and administrative fellows as either teaching specialists or research specialists. Affirmative action procedures would be required in order to continue employment beyond the end of the fiscal year (June 30). Contact the Graduate Assistant Office for more information.

The University of Minnesota is committed to making an impact on minority and female academic appointments by following affirmative action principles in the employment of graduate students. Departments are required to adhere to these principles in filling graduate student positions.



## **Degree Progress and Registration Requirements**

All graduate assistants must make satisfactory progress toward a Graduate School degree. In addition, all graduate assistants must be registered in each fall, winter, and spring quarter during which they hold appointments of at least 12 + 1/2%, or 65 hours (There is no registration requirement during the summer if registered during the previous spring quarter). A hold will be placed on the records of a student who has accepted pay for graduate assistantship work and who has not registered for that quarter, or who has cancelled all valid registration for that quarter. Back registration for that quarter must be completed before the student will be allowed to register for future quarters or to hold additional graduate assistantship positions.

Any registration in the Graduate School will fulfill this requirement. Such registration includes: at least one credit of any coursework: "Student Status" registration; and doctoral candidacy registration (for those doctoral candidates who were registered in the Graduate School prior to the institution of the thesis credits requirements in Fall Quarter 1983). Registration in coursework offered through Continuing Education and Extension will not satisfy this requirement unless the class is part of the official degree program.

## **Conditions of Assistantships**

Graduate students are entitled to know the terms and conditions of their assistantships. Some information is essential to the decision to accept an offer and must be provided when an appointment is offered. Other information is integral to effective performance of assignments and should be available as the graduate assistant begins work.

Every hiring unit must provide the following information in writing when offering an assistantship or renewing a current appointment:

- title, rate of pay, percentage time, and term of appointment;
- description of the general duties attached to the position;
- hours of work required per week and flexibility in the work schedule (e.g. a half-time appointment implies an average of 20 hours per week);
- departmental guidelines that may set a maximum number of quarters of employment; and
- criteria for continuation of appointment from quarter to quarter and year to year.

Every hiring unit must notify the graduate assistant in writing whenever these conditions of appointment change.

The following information need not be specified in writing but should be a part of every graduate assistant's initial orientation to the position:

- description of specific duties, or explanation of when and how those duties will be assigned;
- name of faculty or administrative supervisor;
- educational resources available, including orientation and in-service training;
- access to departmental clerical services, supplies, equipment, and office space;
- criteria for evaluation of performance, and name of faculty or administrative staff member who is to be responsible for the evaluation;
- procedure and timing of reappointment decisions;
- source of funding.

The faculty member responsible for hiring or the departmental administrator should make such information available to all graduate assistants at the outset of their appointments. If complete information is not provided at the time of appointment, graduate students should direct inquiries to the departmental chair or to the Graduate Assistant Office.

### **Acceptance or Continuation of Appointment**

Acceptance of an offer of a graduate assistantship by either a current or prospective graduate student, regardless of the term of appointment, completes an agreement that both the student and the student's hiring department are expected to honor. Should the student subsequently desire to change plans, he or she should submit a written resignation from the appointment for the following year at any time through April 15. An acceptance given or left in force after April 15 commits the student to the next year's appointment. Formal release from this appointment must be obtained if the student wishes to change plans. Students who find it necessary to resign from an appointment should consult with their departments as early as possible to submit a formal letter of resignation well in advance of their departure from the position.

## **Assignment and Reassignment of Duties**

Each unit is expected to provide a minimum notice of four weeks for particular teaching assignments and two weeks for other duties, with the opportunity for the assistants to express preferences for assignments in advance of these notice dates whenever possible. (It is expected that the same notices of courtesy that are extended to faculty in the determination of teaching assignments and responsibilities should apply also to graduate assistants.) Problems may arise during rush periods at the beginning and end of academic quarters. It is expected that the unit will make every effort to keep its graduate assistants informed with respect to these instructional contingencies.

## **Non-Reappointment**

A department or unit may elect not to reappoint a graduate assistant for the next term of appointment on the basis of its evaluation of performance of the duties of the position, the student's progress toward the degree, or budgetary constraints. Adequate performance of duties and progress toward the degree do not guarantee reappointment. Under circumstances where external funding of the position is lost, the position may have to be terminated at the end of the current appointment. To the extent that the budget and other essential information permit, actions on appointments and non-reappointments for the following year should be completed and written notification given, preferably by April 1 and no later than April 14. However, in years in which the Minnesota State Legislature is considering the University's biennial budget, or in cases in which grant decisions are late, such early notice will not always be possible.

## **Dismissal**

Termination of a graduate assistantship for cause before the expiration of the appointment shall be presented to the graduate assistant in writing, along with a description of appeal procedures (see GRIEVANCES section). The faculty supervisor must provide the graduate assistant with the opportunity to be heard before suspending or terminating employment.

## **Workloads, Compensation, and Benefits**

### **Workloads**

Graduate assistants may hold either of two types of appointment. They may hold appointments in which the workload and compensation are based on a fixed percentage of the workload and compensation for a full-time position; for example, a 50 percent appointment would imply an average of 20 hours of work per week at one-half the rate of pay for a full-time position. Graduate assistants may also hold hourly appointments for which they are compensated at the hourly rate for that position. In either case, all duties related to the appointment are included in determining the number of hours worked per week. The work schedule should be flexible so that a graduate assistant can work less than the average number of hours per week when other responsibilities, such as examinations, arise and more than the average number of hours per week when the duties of the appointment require it. In no instance may a graduate assistant be required to perform duties that are not related to the instructional, research, or service missions of the unit that appoints the assistant.

During fall, winter, and spring quarters, graduate assistants at the University of Minnesota may not hold appointments or combined appointments totaling more than 75 percent time in all University payroll classes and appointments, including Continuing Education and Extension and civil service positions, without permission of the dean of the Graduate School. It is the responsibility of the hiring department, with the consent of the student's advisor, to request such permission in writing.

Graduate assistants may hold up to a 100 percent time appointment during the summer. Under no circumstances may a graduate assistant hold appointments totaling more than 100 percent time. Graduate students may not hold appointments for which there is no monetary compensation, nor are they allowed to hold appointments for which they receive only course credit or resident tuition rates.

### **Compensation**

Graduate assistants are compensated according to a pay range established each year by the University's central administration and approved by the Board of Regents. Graduate assistants may be appointed to a rate of pay anywhere within this range. In determining the rate for an individual graduate assistant, a department may consider such criteria as the nature of the duties assigned; the individ-

ual's experience, in terms of both the assigned duties and his or her progress toward a graduate degree; and the quality of the individual's performance, in terms of both the assigned duties and overall academic excellence. Compensation paid to graduate assistants employed in the same or different departments may vary according to these criteria.

For the 1987-88 fiscal year, the range for a 100 percent graduate assistantship is \$1650-2119 per month. Salary ranges for appointments of less than 100 percent can be determined by multiplying the percentage of appointment by the 100 percent monthly rate. For example:

Gross income for a 50% graduate assistant appointment, based on the 1987-88 pay range of \$1650-\$2119 per month:

<b>Floor</b>	<b>—Ceiling</b>	
\$ 825	—\$ 1,059.50	per month
\$2,475	—\$ 3,178.50	per quarter
\$7,425	—\$ 9,525.50	per 9-month appointment
\$9,900	—\$12,714.00	per 12-month appointment

Updated schedules of compensation rates are distributed to departments each July at the beginning of the University's fiscal year. Contact your employing department for information on the pay ranges currently in effect.

### **Quarterly Pay Periods**

Graduate assistant appointments may begin or end on any date, but they generally follow the quarterly and summer payroll period dates. These dates are the same each year:

For Twin Cities campus appointments:

Summer	—June 16-Sept. 15
Fall quarter	—Sept. 16-Dec. 15
Winter Quarter	—Dec. 16-Mar. 15
Spring Quarter	—Mar. 16-June 15

For Duluth campus appointments:

Summer	—June 1-Aug. 31
Fall quarter	—Sept. 1-Nov. 30
Winter quarter	—Dec. 1-Feb. 28
Spring quarter	—Mar. 1-May 31

Graduate assistants holding regular or miscellaneous payroll appointments (determined by hiring unit) are paid semi-monthly, on

the 15th and on the last day of the month. Graduate assistants holding appointments on Work-Study or in Continuing Education and Extension are paid on the bi-weekly payroll.

### **Employee Benefits**

Graduate assistants on regular payroll who hold 75 percent time appointments of at least three months' duration are eligible for the State Plan Insurance employee benefits package including health, dental, and life insurance. Graduate assistants with regular payroll appointments between 50 and 74 percent time are eligible for the group coverage; but must pay the total cost of the coverage at group rates if they wish to participate. The various plans available through the Employee Benefits office (624-9090) include options for dependent coverage at extra cost.

All students are eligible to purchase health coverage. Students on the Twin Cities campus may purchase coverage for outpatient treatment at Boynton Health Service, as well as hospitalization insurance, for both the academic year and the summer. The student hospitalization coverage is available to students and their eligible dependents. The deadline for purchase of coverage for fall, winter, and spring quarters is Friday of the second week of classes for each quarter; the deadline for purchase of coverage for both first and second summer session is the Friday of the first week of classes in the session. Students covered for both first and second summer session will also be covered during the period from the end of second summer session to the beginning of fall quarter coverage. Outpatient services at Boynton Health Service are available to spouses and children over 18 years of age on a fee-for-service basis. Graduate assistants on the Duluth campus should contact the Duluth Health Service for information on health coverage.

Graduate assistants are covered by Worker's Compensation but do not qualify for unemployment compensation, because Minnesota law specifically excludes registered students from this benefit. Graduate assistants receive no formal vacation or sick leave. In the case of bona fide illness, it may be possible to arrange for coverage of the graduate assistant's responsibilities on a short term temporary basis. Arrangements are made through the assigned department.

Maternity leave, two weeks with pay, is provided by Regents' policy to female graduate assistants. Graduate assistants who have had appointments of 50% or more for at least twelve months are provided with six weeks' unpaid leave in conjunction with the birth or adoption of a child, reduced by the length of paid maternity leave.

Travel accident insurance is provided to graduate assistants on University of Minnesota business. Business Administration Form 9, Travel Authorization or Advance Request, should be submitted in advance of travel to ensure coverage.

### **Resident Tuition Privilege**

Non-resident graduate assistants holding at least a 25 percent appointment for an entire 13-week quarter (130 hours of work within the quarterly payroll period) are eligible to pay resident tuition rates for that quarter. Non-resident graduate assistants holding only hourly or miscellaneous payroll appointment must work 130 hours or the equivalent during the quarter before they can claim resident rates for that quarter. These same privileges apply to the members of the graduate assistant's immediate family. (The University defines "immediate family" as spouse, children, parents, or legal guardian or ward living in the same household as the graduate assistant.)

These tuition privileges are extended beyond the term of qualifying appointment if an assistant has held such an appointment for a minimum of three academic quarters (two summer sessions are counted as equivalent to one academic quarter). After completion of the qualifying three quarters, the extension is granted on a quarter-by-quarter basis up to a maximum of six quarters. For example, an appointment for three quarters allows the minimum extension of resident tuition privileges for three additional quarters; appointment for five quarters allows five quarters of extended privilege. Appointments for more than six quarters only allow the maximum six-quarter extension of resident tuition privileges. The appointee and members of his or her immediate family are entitled to draw on their accumulated extended privilege over a period not longer than three years from the termination of the last qualifying appointment.

Resident tuition eligibility for non-resident graduate assistants who currently hold at least a 25 percent regular payroll appointment for the entire quarter will be processed automatically with the assistantship appointment. Currently-appointed non-resident graduate assistants who wish to claim resident tuition privilege for their immediate family members, and non-resident graduate students who formerly held appointments as graduate assistants and who wish to claim the resident tuition privilege for themselves or their family members, should contact the Graduate Assistant Office, 411 Johnston Hall, 626-1310.

### **Payroll Deduction for Tuition and Certain Fees**

To be eligible for payroll deduction, your tuition and deductible fees must total at least \$150, and you must have a graduate assistantship of at least 25% for the entire 13-week quarter. Graduate assistants holding only miscellaneous payroll appointments or appointments on the bi-weekly payroll (Continuing Education and Extension or Work-Study appointments) are NOT ELIGIBLE for this service.

Payroll deduction forms are available at the registration centers. They may be turned in at the same time that you register, but they must be turned in no later than the due date on your fee statement or the fifth day of class, whichever comes first. Please DO NOT ask the people in registration to figure out how much tuition and deductible fees your paychecks will cover. If you have any questions, contact the Graduate Assistant Office.

### **Direct Deposit**

Graduate assistants may have their paychecks directly deposited in their savings or checking account. Enrollment forms for the Direct Deposit Payroll Service are available in department offices.

### **Tuition Benefits Based on Assistantships**

If you hold a graduate assistantship of at least 25% time for an entire quarter (minimum 130 hours), you are eligible for a tuition benefit equal to twice the percentage of your appointment. Those on regular payroll are eligible for this benefit when they register. All other appointments (including Extension, Work-Study, and miscellaneous payroll appointments) must pay tuition when due and receive a reimbursement after the minimum qualification has been completed. The Graduate Assistant Office administers this program and can answer any questions that pertain to graduate assistants and their tuition benefits.

This benefit plan is contingent on the completion of the qualifying appointment(s). If your assistantship is terminated before completion for any reason, you may be assessed tuition costs for that quarter.

### **Grievances**

Every graduate assistant has the right to fundamental fairness regarding complaints arising from his or her appointment, without prejudice to other rights and/or privileges. The graduate assistant



should discuss any complaint with the faculty supervisor and, if the grievance is still unresolved, with the department or unit head. If a grievance cannot be resolved by informal means through these discussions, the formal system of grievance procedures should be activated. There is a time limit of 30 days from the date of the alleged incident for filing of a formal grievance or a letter of intent to file a formal grievance. The Graduate Assistant Office will provide counsel and copies of a detailed explanation of the established procedures, Grievance Procedures for Graduate Assistants, upon request.

## **Foreign Graduate Assistants**

Everything in this handbook applies to foreign graduate assistants; however, there are some special problems of which you should be aware.

### **Social Security Cards**

You must have a Social Security number in order to be put on the University payroll and to use Payroll Deduction (see page 16). Though the process for getting a Social Security number is simple, it is time consuming. **FIRST**, you must go to the University's Administrative Services Center at 1919 University Avenue in St. Paul in order to get an application. You must have (1) your passport, (2) your I-94, and (3) a copy of your Personnel Action Form from your department. **SECOND**, you must see a representative of the Social Security Administration who will take your application and give you your Social Security number. If you do not get your Social Security number at the Administrative Services Center, then you must go to a Social Security Administration office. There is one in St. Paul at 316 North Robert Street, and one in Minneapolis at 1811 Chicago Avenue. For information, call 378-1151.

**NOTE:** The University provides shuttle-bus service to the Administrative Services Center at 1919 University Avenue. Call 625-9000 for the schedule and for the location of bus stops.

### **Proficiency in Spoken English**

If you are a prospective Teaching Assistant (9511), you will be referred to the English as a Second Language Program for testing. Depending on the results of this oral exam, you may be required to take classes in Classroom Communication Skills before appointment as a TA. Contact your Director of Graduate Studies if you have any questions.

## **Taxes**

The tax situation for foreign Graduate Assistants is more complicated than for U.S. citizens. First, you should know that the University will withhold money from your paychecks for any taxes that you might owe at the end of the year. Some of this money will go to the United States government, and some will go to the State of Minnesota. You will have to file income tax forms with both the United States and Minnesota in order to get any of this money back.

Most of the forms that you will need to file your income tax will be available in Coffman Memorial Union, the St. Paul Student Center, and at any post office. There are two forms, however, that are generally not available at these locations. One is the Minnesota Schedule M-1NR. If, during the tax year, you earned any money outside of Minnesota, then you must file Schedule M-1NR with your Minnesota Form M-1. The second form that is not readily available is the U.S. form for non-resident aliens, 1040NR. Some foreign students do not have to use this form, but many MUST use it. In order to find out which form you need, you should get copies of these two Internal Revenue Service (IRS) publications: #518, "Foreign Scholars and Educational and Cultural Exchange Visitors (Includes Tax Treaty information)," and #519, "U.S. Tax Guide for Aliens." You may order these publications, and Form 1040NR, through the mail by calling 291-1422. It takes about two weeks for delivery. There is no charge.

## **Office of International Education**

Counseling and advisory services are provided for students from other countries by the Office of International Education. Assistance is given to those seeking information about visa regulations; federal, state, and local regulations governing foreign nationals; financial aid requirements; English language requirements; and educational, social, and personal problems. This office also coordinates orientation and English language programs for new international students. Students are invited to address inquiries to the Office of International Education, 717 East River Road, Minneapolis, MN 55455 (612-625-7110).

Prepared by the Office of the Vice President for Academic Affairs, the Standing Committee on Graduate Assistant Affairs, and the Graduate Assistant Office.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Patricia A. Mullen, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612) 624-9547, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director of the Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.