



Academic Apprentice Hiring Checklist for departments

Use this checklist before offering appointment for the following title codes: 2850, 2852, 2288, 2860, 2510, 2861, 2310, 1501, 1506, 2300, and 3276.

For more detailed information, consult the [Academic Apprentice Personnel Manual for Departments](#).

1. Determine Eligibility

- have no more than 12 quarters as an ASE, and by exception only following advancement to doctoral candidacy, no more than 18 quarters total, per [APM 410-17c](#).
- have at least a 3.0 GPA
- be enrolled in 12 units
- approved appointment for more than 50% time (must be authorized by the Dean of the student's school or college. Authorization forms are located [here](#). **International students must obtain over 50% approval from the Dashew Center before appointment is offered.**)
- if international student including permanent residents who **do not** hold a bachelor's degree from an institution in the U.S., **must** pass a campus administered Test of Oral Proficiency (TOP) in order to be a TA

If necessary:

- Arrange for the student to take the [TOP](#) through the Office of Instructional Development and validate their score

Note: If the student obtains a provisional score (6.4 – 7.0), they may be conditionally appointed if concurrently enrolled or passed ESL 310-313

- [File for an exception](#) to the policies above to the Dean of the Graduate Division at least three weeks in advance of the hire date. If no exception has been granted, the appointment cannot start

2. Offer an Apprentice Position if the student meets all the requirements listed above (the letters below do not apply to title code 3276)

Give the student:

- the Initial Appointment Letter (have them sign it)
- the Supplemental Appointment Letter

3. Start the Hiring Process

- Establish [step/level of appointment](#) based on experience and units (chair/dean decision).
- [I-9](#) verification
- [Oath and Patent Form](#)

- Provide the ASE with a [gender-neutral restroom map](#)
- [W-4 Form](#). (Also let international students know about extra withholding on each paycheck)
- Complete the [Initial GLACIER online entry form](#) (for international students)
- Enter the student's appointment in system (EDB/UCPath)
- Process online fee remissions

4. Check Student Status & Units

- Make sure that the student status and units are accurate; be sure to check status and units for each student after third-week interface.

5. Inform the student about additional benefits:

- TA Advance Loans** (for teaching apprentices, title codes 2310, 1506, & 2300)
- Fee deferral (for apprentices only). Remind student of their revised fee/tuition payment [date](#) (Fees are associated with missed payment.)
- Parking deduction** (if eligible)

6. Courtesy Notices to Apprentices

- When gathering the student's address, verify that s/he has the same address on the SAD screen in the Student System. Let the student know that the Payroll address is distinct and that MyUCLA will allow address changes on the student side only.
- Check disposition:** Inform the student about the difference between Surepay for Payroll and BruinDirect for fellowship stipends (sign up for BruinDirect via [MyUCLA](#))
- Give TAs a copy of the [TA Handbook](#). (Title codes: 2310, 1506, 2300)