New Graduate Student Assistantship Fields

Starting in GFS aid year 2025 (academic year 2024-25), there are new required GFS fields in the Assist Salary tab for both Research and Teaching Assistantships.

Research Assistantships will have the following required fields:

Supervisor (required): You can search for a supervisor by clicking on the magnifying glass next to the field.   If there is more than one supervisor, please choose a primary supervisor for that term. If there will be a new supervisor each term, enter the quarterly assistantships on separate aid lines.
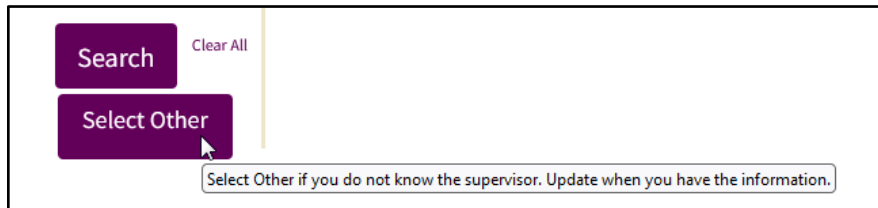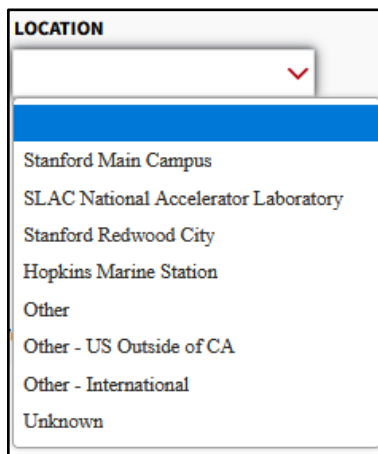

Search by any of these fields. Anyone with an active SUNet ID is available through this search.

If the supervisor has not yet been designated, you can click on the "Select Other" button. *You will need to update the supervisor information when you have it.*

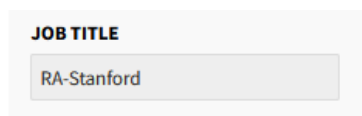**Location (required):** You can select from the options in the drop-down menu.

When you select Other, another field will appear; you can enter the specific location in the second textbox.

If you select Unknown for the location, you will need to come back to update the information once it is known.

When the job location is outside of California or international, please keep in mind that Stanford is required to comply with all employment laws for the state or country where the work is being performed. Please review Payroll for Employees Working Outside of California to ensure all requirements have been met.

Job Title: This field will automatically populate based on the assistantship type and the last name of the supervisor. (The job title is not being used by any systems at the present time, however, will be available for future use.)

Teaching Assistantships (CA, TA, etc.) will have additional required fields:

The **Mentored Teaching Experience** checkbox is only to be used in very specific situations and is discussed in detail on the [Unpaid Teaching Experience for Fully Funded Students](#) Job Aid.

Supervisor and **Job Title** are the same as discussed above for Research Assistantships.

Location will default to "Stanford Main Campus" for all teaching assistantships, however, the same dropdown list is available, and you may change the default.

Course Number and Name: You can search for the course by clicking on the magnifying glass next to the field. The search information is based on data from Coursedog.

The search allows you to use various criteria depending on the information available to you. You can search by Subject Area (e.g., BIO) and Catalog Number (e.g., 45). For courses with both lecture and discussion sections, you can further filter by Class Number or Class section to find the specific class.

If the student's appointment is not associated with a specific course, or if the specific assignment is not yet known, you can click "Select Other." A text box will appear; you can enter specific information here. *If you choose other because the specific course is not yet known, you will need to come back to update the information once it is known.*

COURSE NUMBER AND NAME

Other   🔍

For all fields: To update information in a field after the aid line is approved, you will need to edit the aid line and make the changes to the field(s) then resubmit it for approval.

If supervisor, location, and/or course will be different each quarter, you will need to enter each assistantship as a separate aid line.

Need More Help?
If you need assistance with GFS, please submit a GFS Service Request.