Assistantship Forms – e-Form 80 Instructions

A new form needs to be completed each semester, each year for ever student that receives Graduate Staff Remission.

Log into the Graduate School Database – if you do not have access, please email gradfunding@purdue.edu to request access. In your request, please list your name, email, and position within your department.

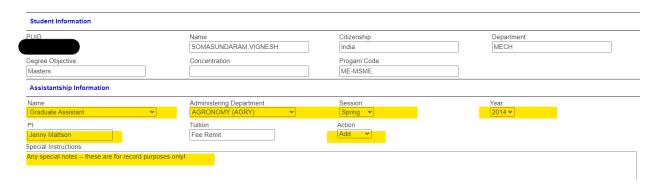
Once you are logged in, you should see:	Assistantship Forms	OR the system will take you right to your list:
	OR	
	• E-Form 80	List of Assistantships

ENTER A NEW FORM:

Click on:	New Assistantship		
Enter the	PUID:	PUID	

Once this is entered hit the tab key and the whole top portion will automatically be completed.

Add the remaining information, by using the drop-down boxes and adding the PI/Supervisors Full Name, as follows:



Click SAVE, to continue it later or click SUBMIT to send it to the Bursar's Office.



Once you have entered the forms, you will be able to see the status of the reports in your list.

List of Assistantships



Once a form is submitted, you can ONLY update to REMOVE remission. You can sort by any of the fields in your list, and you can always search by any of the drop downs that are above your list.

Once the form is processed by the Bursar's Office, the status of the form will change to read "Reviewed by Bursar", so that will mean that the student should see the remission on their account.