

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:

Enter the 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:

Student Information			
PUID	Name	Citizenship	Department
<input type="text" value=""/>	<input type="text" value="SOMASUNDARAM,VIGNESH"/>	<input type="text" value="India"/>	<input type="text" value="MECH"/>
Degree Objective	Concentration	Program Code	
<input type="text" value="Masters"/>	<input type="text" value=""/>	<input type="text" value="ME-MSME"/>	
Assistantship Information			
Name	Administering Department	Session	Year
<input type="text" value="Graduate Assistant"/>	<input type="text" value="AGRONOMY (AGRY)"/>	<input type="text" value="Spring"/>	<input type="text" value="2014"/>
PI	Tuition	Action	
<input type="text" value="Jenny Mattson"/>	<input type="text" value="Fee Remit"/>	<input type="text" value="Add"/>	
Special Instructions			
<input type="text" value="Any special notes -- these are for record purposes only"/>			

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

PUID Student Department Administering Department Assistantship Type Year

Student Name	PUID	Student Department	Administering Department	Assistantship Name	Semester	Year	Form 80 Status
SOMASUNDARAM,VIGNESH	[REDACTED]	COMPUTER SCIENCE	AMST	Fellowship Administered as Assistantship	Fall	2021	Saved
SOMASUNDARAM,VIGNESH	[REDACTED]	MECH	AAEN	Research Assistant	Fall	2014	Submitted
SOMASUNDARAM,VIGNESH	[REDACTED]	MECH	BTNY	Research Assistant	Fall	2021	Saved

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.