**SAMPLE GRADUATE ASSISTANT OFFER LETTER**

Dear **[Student]**:

I am pleased to notify you that you have been awarded a **[full-time/half-time]** appointment as a Graduate Assistant for the **[Fall/Spring Semester, academic year]**. This appointment will be in the form of a(n) Administrative Assistantship/Teaching Assistantship, and requires that you devote **[20/10]** hours per week to this assistantship. This assistantship is subject to the availability of funds and contingent upon your acceptance in writing and your ability to meet University eligibility requirements.

You will be supported with a stipend of **[$XXXX]**, paid on a semimonthly basis (15th day and last day of each month), minus applicable state, federal and local taxes. Your appointment also includes a **[full** **tuition waiver of up to 16 credit hours /partial** **tuition waiver of up to XX credit hours]**. The tuition remission can be used only by the recipient for fees and tuition during the period of this award and does not include course related fees or summer funding. In addition, the University will provide a health insurance credit of **[XX percent]** that can be applied towards the University’s health insurance plan for graduate students. Details about the health insurance plan are available on the University Health Services website (<http://www.kent.edu/uhs/insurance/student-insurance.cfm>).

The current appointment is for the **[20XX-20XX]** academic year only. This appointment may be renewable in future years, subject to the continued availability of funds, departmental needs, satisfactory progress in your degree program and satisfactory performance in your assigned assistantship responsibilities.

You will be expected to meet the following obligations for the stipend:

1. Approximately **[20/10]** hours of service per week.
2. Maintain full-time student status (8 graduate hours minimum) with at least a 3.0 GPA.
3. You may not accept any other employment on campus without prior approval from the Division of Graduate Studies.
4. *For first time teaching appointments at the University*: Attend and successfully complete Graduate Student Orientation (GSO), which is held just prior to the beginning of both spring and fall semesters.

**[Insert specifics on the teaching and research the individual will be doing and other departmental expectations.]**

This offer is also contingent upon proof of identity and work authorization. The I-9 Employment Eligibility Verification Form (found on the HR website: [http://www.kent.edu/hr/forms/employment/index.cfm](http://www2.kent.edu/hr/forms/employment/index.cfm)), must be downloaded and completed in person no later than three (3) days after you have reported to work or prior to the start of your employment. Review the credentials listed that you will need to bring for documentation. Domestic students will need to have their I-9 form completed at their department of employment. International students will need to have their I-9 form completed through the Office of Global Education.

Please indicate your acceptance of this offer by signing below and returning one copy of the letter to me with your original signature no later than April 15. KSU supports the Council of Graduate Schools’ April 15 Resolution (<http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf>).

Sincerely,

(your coordinator/department name)

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I hereby accept this appointment and agree to the above conditions. Date