Date

Address

Dear [**Student Name**],

Congratulations! I am pleased to inform you that you have been granted admission as a [**degree**] student in the [**academic program**].

As a [**full-time or part-time**] student, you will receive a Graduate Assistant appointment, which carries a [**#**]-month stipend of [**annual stipend amount**]. Your stipend will be paid on a semimonthly basis (15th day and last day of each month), from September through May, minus applicable state, federal and local taxes. You will also receive a Graduate Assistant appointment for the summer of [**year**], which carries a [**#**] month stipend of [amount]. An additional summer stipend of [amount] is possible, contingent upon program needs and the continued availability of funds.

This initial appointment is for the period of [**starting date**] through [**ending date**] and is contingent upon your acceptance in writing and your ability to meet University eligibility requirements. Appointments in following academic years are awarded based on satisfactory performance in both your academic program and in your assigned responsibilities.

In addition, you will also receive a full tuition waiver up to [**#**] credit hours per semester during the academic year and up to [**#**] credit hours for [summer and year]. The tuition remission can be used for fees and tuition of the recipient only during the period of this award and does not include course-related fees.

The following obligations must be met to receive the stipend:

1. [**#**] hours of [**administrative, lab, or teaching**] related service per week for a total of [**# of hours**] per semester.
2. Maintain full-time student status (eight 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 Graduate College.
4. Attend Graduate Student Orientation the week prior to the beginning of the Fall Semester and any orientations required by your School or department.

Absences from the campus, except for University holidays, must be scheduled in advance and approved by the student’s faculty or staff advisor and the [**director**] of the [**academic**] Program.

This offer, including any payment of stipend, is subject to the continued availability of funds and is contingent upon program needs. All the conditions of the offer are subject to and controlled by any and all University policies specifically including, but not limited to, the Graduate Assistantship Policy and rules and regulations, as may be amended.

**This offer is also contingent upon proof of identity and work authorization**. The I-9 Employment Eligibility Verification Form must be completed, in person, no later than 3 business days after the start of your employment. Please make an appointment to present your original, unexpired documents here: [**Academic Personnel I-9 calendar**](https://www.kent.edu/provost/academic-personnel/schedule-appointment). All graduate assistants at the Kent Campus will need to have their I-9 form completed in the Office of Academic Personnel. If your assignment is at a regional campus and you are a US Citizen or Permanent Resident, you may have your I-9 documented at the regional campus. All international graduate assistants must have their I-9 form completed in the Office of Academic Personnel. Review the listed credentials that you will need to bring for documentation here: [Academic Personnel - Graduate Assistants.](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents/combination-documents)

In addition to the stipend and tuition remission, we provide graduate assistant students with a **partial health insurance credit (of approximately 70%)** to be applied toward the health insurance plan for graduate assistant students offered through Kent State University.

Contact your director of the program to see if it is necessary for you to complete FERPA and/or Title IX training in relation to the assistantship position that you will be holding. If so, you will be sent an invitation for the training(s) and be asked to complete the training(s) before the start of classes for your first term of the appointment.

This letter shall constitute the entire agreement between the parties and fully supersedes any and all prior agreements or understandings, written or oral, between the parties pertaining to the matters set forth herein. This Agreement shall not be amended, modified, or changed unless agreed such amendment is (i) in writing; (ii) refers to this Agreement; and (iii) executed by an authorized representative of each party.

Please show acceptance of this offer by signing where indicated, and returning it to us by April 15, [**year**], in accordance with the resolution by the Council of Graduate Schools (<https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>). However, we would appreciate if you could sign at your earliest convenience. We look forward to your acceptance of this agreement.

We look forward to having you as a graduate student in the [**academic**] Program at Kent State University. We hope to see you in [**month**].

Sincerely,

[**contact information**]

Kent State University

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