«Date»

«Name» «Student\_number»

«Address\_1»

«Address\_2»

«City\_state\_zip»

Dear «Salutation»

We are happy to inform you that you have been awarded a graduate assistantship funded by the Graduate School for the <year> academic year in the Department of «Department». These assistantships are renewable for «up to 2 years for a Masters student/3 years for an MFA student/5 years for a PhD student» subject to the available resources of the university. This offer is made with the understanding that you have been admitted as a Classified graduate student and will be enrolled as a full-time graduate student for the <year> academic year.

The assistantship carries a stipend, approximately $13,163.20 (masters) or $16,598.40 (doctoral), for services to your department. A tuition and fee scholarship has also been awarded to you in a separate communication.

As a full-time student you are required to register for at least 9 but not more than 12 graduate credit hours per semester. To enroll for more than 12 hours, a graduate assistant must request special permission from the Dean of the Graduate School. Any additional employment paid through the university must be approved by the Dean of the Graduate School.

You will be paid your stipend in accordance with university policy, normally every two weeks during the term of your appointment. Graduate assistant stipends are not considered hourly compensation, and work assignments should not average in excess of 19.5 hours per week. In general, the work assignments will be determined by the Department Chairperson and/or the Graduate Program Director. Assistants generally serve as Graduate Assistants, Graduate Teaching Assistants, or Graduate Research Assistants, and the Graduate Program Director will provide more information on your duties in due course. This appointment period begins <date>. Please report to the Department of «Department» by <date>. Failure to report on time or premature departure at the end of each semester may lead to a reduction in pay or forfeiture of the assistantship. Failure to perform satisfactorily may also lead to forfeiture of the assistantship.

A graduate assistant at Idaho State University is entitled to the benefits and privileges of any full-time student. These benefits includes access to the library, recreational facilities, student health and counseling services, intercollegiate athletic events, and reduced rates for other activities.

All graduate students are required to maintain a "B" grade average. If you fail to do so, or if your performance is unsatisfactory in other ways, this appointment may be canceled.

Please confirm within two weeks whether you accept or decline this offer by completing and signing the enclosed checklist/acceptance form and sending it to the address below. Your appointment as a graduate assistant will not be official until we have received your written acceptance.

Again, congratulations on your acceptance into our program and on your appointment as Graduate Assistant. We have every confidence in your ability to excel academically and in the classroom in the upcoming years.

Sincerely,

«Department\_Chair», Chair

«Department»

cc: Department

Graduate School

<date>

<Name> <Student ID>

<Address>

<City, State, Zip>

Dear <Salutation>:

Because of your previous academic achievement and your potential for success in graduate education, we offer you a tuition and fee scholarship for the <year> academic year at Idaho State University. This scholarship includes payment of in-state tuition and fees and a non-resident tuition waiver (if necessary) for the <year> academic year. The assistantship scholarships do not cover other fees like program fees, class/lab fees, malpractice insurance fees, transcript fees, and computing fees.

This offer is made with the understanding that you have been admitted as a Classified graduate student and will be enrolled as a full-time graduate student (minimum of 9 graduate credits per semester) for the <year> academic year. Please note that this award will be available in accordance with university policy.

We extend to you our congratulations on your selection as a scholarship recipient. We hope this financial assistance will help you to achieve your educational goals.

Please confirm within two weeks whether you accept or decline this offer by completing and signing the enclosed checklist/acceptance form and sending it to the address below. Your appointment as a graduate assistant will not be official until we have received your written acceptance.

Sincerely,

(Department Chairperson), Chair

(Department name)

cc: Department

Graduate School

Send enclosed checklist/acceptance form to:

<Department>

921 South 8th Avenue, Stop <Number>

Idaho State University

Pocatello ID 83209

Please complete the following checklist/acceptance form:

Please maintain a copy of this form for your reference

to ensure that you complete all items.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to these terms:

(Student's Name - please print clearly)

(Please check each box)

My contract begins <date>. I will report to my department by <date>.

I will participate in New Graduate Student Orientation offered by the Graduate School and Department Orientation (if applicable).

I will register for full-time graduate courses immediately (Fall online registration begins

on April 5) I understand that the BengalWeb (online student portal) billing cycle does not begin until July, and that my assistantship (or fellowship) tuition and fee scholarships will not be disbursed to pay my fees until August (10 days prior to the semester start) and that I must be registered full-time and have submitted this written acceptance of my assistantship (or fellowship) in order for the disbursement to take place.

I understand that I will not receive my first stipend (or fellowship) check until my fee payment is complete.

I will go to the Office of Human Resources as soon as possible, but no later than <date>, to complete I-9, W-4, and STAR Forms, which enables me to get my first check on or

about <date> (fellowship payments start <date>). (Identification will be required: e.g., driver’s license, birth certificate, Social Security Card, Passport. See http://www.isu.edu/departments/ humanr/hrpdflinks.html for a list of “Acceptable Documents.”)

By signing below, I accept the graduate assistantship and tuition and fee scholarship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

<<Department>>