Click here to enter a date.

Dear Enter student’s full legal name here (Enter student’s 9-digit UID # here if known):

On behalf of the Board of Trustees of Illinois State University through its Enter appointing unit name here, I would like to offer you a graduate assistantship. Details regarding this graduate assistantship offer are as follows:

|  |  |
| --- | --- |
| Classification Title | Choose Type of Assistantship |
| Full-time Equivalency (FTE) Percent | Click here to enter Percent FTE |
| General Number of Hours per Week of Work | Click here to enter Hours per Week of Work  |
| Start of Assistantship\*  | Click here to enter Start Date |
| End of Assistantship | Click here to enter End Date |
| Stipend for Full Month, Gross Pay (Prorated for Partial Month) | Click here to enter Compensation Rate |
| Hiring Department/School/Unit | Click here to enter Hiring Department |
| Department/School/Unit GA Coordinator Name | Click here to enter GA Coordinator Name |
| Department/School/Unit GA Coordinator Email Address | Click here to enter GA Coordinator Contact Email Address |

\*The appointment period must include the date(s) of any mandatory meeting(s), including those that precede the start of the academic semester. The GA will be notified as soon as practicable if the department determines that the date of a mandatory meeting will require an adjustment to the state date of the assistantship.

In addition to your monthly stipend, as part of your compensation package you will receive a full tuition waiver (excluding student fees for any semester you receive a waiver) during the appointment period. If your appointment is for a fall or spring semester, you will also receive a tuition waiver for up to 12 credit hours for the following summer session (if you have not yet graduated from your degree program). Additional information regarding the terms of this tuition waiver can be found in the [Graduate Assistant Handbook](https://grad.illinoisstate.edu/funding/assistantships/).

As part of your compensation package, you will also receive a student fee credit equal to 10% of actual mandatory student fees charged to you during this appointment period, up to a maximum of 9 credit hours in the fall semester and 9 credit hours in the spring semester. This fee credit will be applied towards each individual mandatory student fee, in the amount of 10% per hour up to the maximum of 9 hours for that particular fee. Information about the mandatory fees can be obtained from [Student Accounts](https://studentaccounts.illinoisstate.edu/billing/fees/).

The hiring department has tentatively determined:

[ ]  the specific duties of the graduate assistantship offered to you will tentatively include: Click here to enter specific duties**.**

OR

[ ]  the specific duties of the graduate assistantship position offered to you will be finalized at a later date.

You will be expected to adhere to the Choose a calendar calendar and departmental guidelines regarding days off. Additional terms and conditions of graduate assistantships can be found in the [Graduate Assistant Handbook](https://grad.illinoisstate.edu/funding/assistantships/).

**Contingencies:**  This offer/appointment is contingent upon University needs, including but not limited to:  the best interest of the University; availability of funding, the allocation of departmental funds, program needs, and/or departmental/office needs. You must also meet and continue to meet all the requirements for the graduate assistantship, including but not limited to minimum credit hours, GPA requirements, restrictions on additional graduate assistant or other employment on- or off-campus, English-language competency verification, and registration requirements as outlined in the Graduate Assistant Handbook.

This position is subject to a criminal background investigation based on University Policy 3.1.30 and any offer of employment is contingent upon you passing a satisfactory criminal background investigation. You may not begin work until the criminal background investigation results have been received and cleared by Human Resources.

All offers/appointments are also contingent upon proof of eligibility for employment at Illinois State University to perform the required duties described above on your scheduled start date. The Immigration and Control Act of 1986, Public Law 99-603, requires all new employees to file an I-9 in person and no later than three business days from the beginning of employment.   Failure to comply with this law will result in cancellation of this offer/appointment. Additional information regarding this requirement can be found below in the “Required Steps to Accept This Offer” section of this letter.

Illinois State University is authorized to do business within the State of Illinois. If you accept this offer, all work under your appointment is required to be performed from within the State of Illinois. Illinois State University does not authorize out-of-state work.

If you are an international student, the rules/laws for your visa status may place limits on your employment eligibility. You are responsible for knowing and following all applicable visa status rules/laws. If you are not certain whether your visa status allows you to accept an assistantship or additional work hours, contact [International Student and Scholar Services (ISSS)](https://internationalstudies.illinoisstate.edu/about/) immediately for clarification. The University cannot grant any exception to visa status rules/laws.

**Required Steps to Accept This Offer and Start Employment.**

Please read each of the following and carefully follow the instructions. Failure to do so may result in cancellation of this offer.

1. To accept this offer of a graduate assistantship please:
	1. Read the offer letter
	2. Read the [Graduate Assistant Handbook](https://grad.illinoisstate.edu/funding/assistantships/)
	3. Forward this e-mail with the attached original offer letter and a message stating whether you accept or decline the assistantship to [GAOfferLetter@ilstu.edu](file:///C%3A%5CUsers%5CDownloads%5CGAOfferLetter%40ilstu.edu) and Click here to enter name of appointing unit staff member. By forwarding this message you acknowledge that you have read this offer letter and the Graduate Assistant Handbook, understand its contents, and accept the terms and conditions as outlined in each. This email will be sent to Human Resources.

Note: The ISU Graduate School endorses the [1965 resolution](http://www.cgsnet.org/april-15-resolution) by the Council of Graduate Schools, which provides clear guidelines for acceptance of graduate assistantship offers by April 15th, unless the offer was received after this date.

1. After you have accepted your graduate assistantship (see #1), complete and return the [Graduate Assistant Health Insurance Certification](https://healthservices.illinoisstate.edu/insurance/forms.shtml) to the hiring department. Please refer to the Graduate Assistant Handbook for further information. You must complete this certification each semester you are employed by ISU.
2. You must provide proof of eligibility for employment at Illinois State University by filing an I-9 form in person with the appropriate documentation with the University. The U.S. government provides a list of the [types of documentation](https://www.uscis.gov/i-9-central/acceptable-documents) you will be expected to provide. Original documents are required. New domestic students can file the form either in person in the Click here to enter hiring unit name or in person at the Human Resources office located in the Nelson Smith Building; new international student must file the form in person at the Human Resources offices in the Nelson Smith Building.
3. Illinois State University, as your employer, is required by federal law to ensure proper tax withholding from wages and to ensure that the required reporting of employee wages, withholding, and employment taxes is accurate. For this reason, every employee must have a valid Social Security Number registered with the University at the time of employment and/or as soon after as possible, but no later than 45 days from the start date.
4. You must physically report to Click here to enter worksite location by the first day of your appointment. Failure to do so may result in the cancellation of your appointment.

The graduate assistant compensation package (including but not limited to the tuition waiver and the student fee credit) offered to you may affect any loans you may be eligible to receive as part of your financial aid package. If you accept this graduate assistantship, your loan amounts may need to be reduced in order to stay under federal aid caps. If, on the other hand, you decline this graduate assistantship, your loan amounts may be increased. Contact Shawn Rigsby in the Financial Aid Office, 309-438-2744, to determine how the graduate assistant compensation package offered to you might affect your loan eligibility.

If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law you may request an accommodation by contacting the Office of Equal Opportunity and Access at 309-438-3383 or equalopportunity@ilstu.edu. The Office of Equal Opportunity and Access will hold any confidential information you provide in confidence.

Please contact me at Click here to enter Department Graduate Coordinator’s contact information if you have any questions regarding this offer.

Sincerely,

Click here to enter Graduate Coordinator’s name

cc: Human Resources

Important Links:

* Graduate Assistant Handbook - <https://grad.illinoisstate.edu/funding/assistantships/>
* Student Accounts - <https://studentaccounts.illinoisstate.edu/billing/fees/>
* 1965 Resolution - <https://cgsnet.org/april-15-resolution>
* International Student and Scholar Services (ISSS) - <https://internationalstudies.illinoisstate.edu/about/>
* Graduate Assistant Health Insurance Certification - <https://healthservices.illinoisstate.edu/insurance/forms.shtml>
* Form I-9 Document List - <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>