Date

Dear Mr./Ms. Last Name:

It is my pleasure to offer you a Graduate Assistantship for the 20XX‐20XX academic year, in the INSERT DEPARTMENT in the INSERT COLLEGE/SCHOOL at the University of North Texas. Your assignment will be xx hours a week, at a monthly rate of $XX.00. This amount will be paid to you in two equal installments on a semi-monthly basis. Your responsibilities are subject to change during the academic year. [Add the following sentence if the offer letter includes summer] Your workload and monthly rate of pay for summer assignments may differ from your assignments during the fall and spring semesters.

Your duties will begin on insert date.

**Attention Department: Please remove or add any additional information below that is required by your college/school such as required documents, forms, handbooks, etc. and instructions of where and when to return those documents. (Delete this sentence before printing).**

**Requirements and Responsibilities**

Your department and supervisor may have other requirements and responsibilities related to your status as a graduate student and a graduate student employee. You should check with them to make sure that you are aware of all of your obligations.

* You may be required to attend your department or college/school graduate student employment orientation.
* You should familiarize yourself with ongoing eligibility requirements for in-state tuition, the tuition benefit program, and other programs that may impact individual situations. Information may be found at <https://tgs.unt.edu/new-current-students/tuition-benefit-program>.
* Make satisfactory progress towards completing your degree.
* Your assignment requires you to be enrolled as a UNT student. If your assignment requires you to be a full-time student, you must take a minimum of three courses per semester (nine semester credit hours).
* Full-time students normally have 20 hours per week of instructional duties, which may include a combination of assisting with laboratory instruction, grading, and other course‐related tasks.
* All new RA/TF/TA’s whose first language is not English must provide verification from IELI (Intensive English Language Institute), confirming completion of English proficiency testing, as required by state law. Contact [IELI](https://international.unt.edu/content/contact-us-ieli) at 940‐565‐2003 immediately upon your arrival to schedule your appointment for testing and provide the Department Admin Name the final test results to begin the hiring process.
* Your work schedule is attached. Acceptance of this offer indicates that you’ve reviewed the attached work schedule and agree to be available to work during all required times.
* Future appointments are contingent upon satisfactory performance of your assigned duties as well as maintaining a minimum of 3.0 GPA during this position.

**Onboarding Requirements**

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You are responsible for providing the university verification that you are eligible to work in the U.S. no later than August XX, 20XX (or earlier if faculty are expected to report to UNT before this date). You will not be permitted to begin working without proper authorization. Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status, your employment is subject to immediate termination in accordance with federal immigration laws and university policy.

Employment at UNT also is contingent upon a satisfactory criminal history check, which must be completed prior to your first day of employment. If the criminal history check returns an adverse report, you will be notified, and this offer may be withdrawn.

If you have any questions, contact your chair, Dr. name of department chair at phone number or email address, or the departmental administrative assistant, Ms./Mr. name of AA, at phone number or email address, or Ms./Mr. name in the dean’s office, at phone number or email address.

To accept this offer, please sign and date in the space below and return it to Preferred email address no later than insert date.

I look forward to working with you in the coming year.

Sincerely,

Name of person responsible for hiring

Title

Enclosures

**Acceptance:**

I accept the offer as described in this letter and I agree to abide by the terms, as well as by all rules and regulations applicable to graduate students at the University of North Texas.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal First & Last Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred US Phone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Preferred Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

International students MUST provide Current or Previous US Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**NOTE: Letter must be signed through Dynamic Form.**

Dept. Name: Today’s Date:

Dept. ID: Job ID:

Student Name: Job Code:

Student UNT ID Number: Supervisor UNT ID:

Student UNT EUID: UNT EIN: 75-6002149