**Salaried Graduate Student Offer Letter Template**

**(Attention Department: Please remove title and insert letterhead. This letter should be converted into a fillable pdf with e-signature option. Delete this sentence before printing)**

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

Dear Mr./Ms. Last Name:

It is my pleasure to offer you a Graduate Assistantship for the 20XX‐20XX academic year, in the name of department in the College/School at the University of North Texas. Your total FTE will be XX at a monthly rate of XX. Appointments and/or positions are subject to change during the academic year. If the offer letter includes summer, please add the following sentence: Please note that FTEs and monthly rates for summer will be based upon the workload assigned for summer and is subject to change.

All graduate students should be aware of ongoing eligibility requirements for in state tuition, the tuition benefit program, and other programs that may impact individual situations.

New graduate students may be required to attend your college/school or departmental graduate student employment orientations and/or meetings, if applicable. Your class duties will commence on month, date, year of first day of classes.

**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:

* Make satisfactory progress towards completing your degree while supported by your Major Professor.
* Perform satisfactorily in your assignment as confirmed by the Instructors of the classes to which you are assigned. Full time students normally take 3 courses per term and in addition 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. Please provide Department Admin Name verification of appointment to begin the hiring process. Once testing is completed, provide Dept. Admin Name the final results. All new hires must submit final results within the first semester of employment for future employment consideration.
* The term of your appointment is for Fall 20XX – Spring 20XX (may include Summer). Your work schedule is attached. Refer to <https://www.unt.edu/catalog/> for a complete UNT calendar. Acceptance of this offer indicates that you’ve reviewed the attached work schedule and agree to be available to work during all required times.
* All appointments are subject to budgetary approval, student enrollment, and any future appointments are contingent upon satisfactory performance of your assigned duties as well as maintaining a minimum of 3.0 GPA during this position.

This position/appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. **You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before** **month, date and year (first day graduate students are expected to report to UNT).** These documents will be reviewed and recorded on the Employment Eligibility Verification (I-9) form. If you are unsure of what documents are acceptable, please visit <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Should you become ineligible or unavailable to continue your graduate assistantship position/appointment at any time because of your immigration status, your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If it is determined that you require a criminal history background check, you will receive an email notification from Accurate Background, Inc. UNT partners with Accurate to provide our Criminal History Background Checks electronically; please work with them to complete this process as soon as possible. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void. In the event that the results of a complete criminal history check have not been received prior to beginning employment due to COVID-19, employment will be terminated in the event of adverse findings.

In accepting our offer of student employment, you acknowledge that your employment will be at-will on a semester-by-semester basis and that neither you nor any University representative has entered into a contract regarding the terms or the duration of your employment. Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc. If you have any questions, I urge you to contact your chair, Dr. name of department chair at area code and phone number, or the departmental administrative assistant, Ms./Mr. name of AA, at area code and phone number, or anyone in the dean’s office, at area code and phone number.

This letter will serve as assurance of this institution’s commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University except as specified in this letter.

Please respond to this offer by signing in the space provided below and returning it by month, date and yearto: Preferred email address and/or [Academic.Resources@UNT.edu](mailto:Academic.Resources@UNT.edu).

I look forward to working with you in the coming year and/or other closing or personal remarks.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTE: Letter must be signed physically or with a certified e-signature.**