

<date>

Dear <GA's name>:

On behalf of the Board of Trustees of Illinois State University and its <appointing unit name> I would like to offer you a <full-time or part-time> graduate assistantship where you will be working <##> hours per week. Your appointment begin date is <##/##/####> and your end date is <##/##/####>. Your total monthly stipend is \$<\$\$\$\$> and you are provided a full tuition fellowship for the time of your appointment including any courses that you take during the <20##> Summer session. You are required to pay your student fees.

This offer for a graduate assistantship is contingent upon: (1) the programmatic needs of the department and/or the allocation of funds for the position; (2) completion of a Bachelor's Degree or a minimum of 120 undergraduate hours if in an integrated degree program; (3) satisfactory performance; (4) registration for not less than 9 hours of academic work for an appointment held in the fall or spring semester(s); (5) a Graduate Admission GPA of 2.8 and a Cumulative GPA of at least 3.0 each term; and (6) satisfactory progress toward a degree (see Graduate Catalog).

Your duties will include: <list the duties of the assistantship>

As a graduate assistant you will be expected to adhere to the <academic – administrative> calendar and the following guidelines: <provide any guidelines for days off>

Additional information about graduate assistantships can be found in the Graduate Assistant Handbook located at http://www.hr.ilstu.edu/downloads/GA_Handbook.pdf

This offer is valid only if you meet the following conditions:

- Respond to this offer via e-mail by replying to this message by <##/##/####> indicating you have read this document and accept the terms and conditions as outlined herein.
- **INCLUDE THIS FOR NEW GA'S ONLY** For employment verification purposes and in order to receive your stipend, please download the form <http://www.uscis.gov/files/form/I-9.pdf> and be prepared to provide the appropriate Section 2 documentation to your department proving your identity and U.S. work eligibility on or before your third day of work.
- Complete and return the Graduate Assistant Health Insurance Certification form. The form may be downloaded at <http://www.shs.ilstu.edu/insurance/forms/>
- Arrive on campus and check in at our office located at <office location> on or before <##/##/####> to complete the necessary employment forms

If these conditions are not met, this offer is void.

The receipt of a Graduate Assistantship Tuition Waiver can impact your financial aid package. If a tuition waiver is added to your financial aid package, your aid will be reviewed to determine if any loans need to be reduced. Conversely, if you are not approved for or you decline a Graduate Assistantship position and your tuition waiver is removed, your financial aid package can be reviewed to increase your loan. You must contact Shawn Rigsby in the Financial Aid Office, 309-438-2744 to have your financial aid package reviewed to determine if your loans can be increased.

While this appointment includes a tuition waiver, depending upon the timing of your acceptance it is possible that you may still be billed for tuition. If you should receive a tuition bill, contact us to ensure the appropriate paperwork has been submitted to Human Resources.

Sincerely,

<name – title – department>