[Insert Date]

[First Name] [Last Name] [Address]

[City], [State] [Zip Code]

Dear [First Name]:

**Use for semester offer**

We are pleased to offer you a .XXFTE (full time equivalent) Graduate Research/Teaching Assistantship (working # of hours per week) on a Academic Year/Fiscal Year appointment in Department Name for Fall/Spring Semester. (Insert name of supervisor, departmental expectations regarding duties, lines of reporting, hours and any other departmental-specific information.) The assistantship is, of course, contingent upon you meeting all the admission requirements of the department/program and Graduate School. In order to continue the assistantship, you must maintain satisfactory academic progress and satisfactory work performance.

**Use for Full Year offer**

We are pleased to offer you a .XXFTE (full time equivalent) Graduate Research/Teaching Assistantship (working # of hours per week) in Department Name for the current Academic Year/Fiscal Year. (Insert name of supervisor, departmental expectations regarding duties, lines of reporting, hours and any other departmental-specific information.) The assistantship is, of course, contingent upon you meeting all the admission requirements of the department/program and Graduate School. In order to continue the assistantship, you must maintain satisfactory academic progress and satisfactory work performance.

# Compensation and Benefits

**Use below for semester offer**

The assistantship provides semester salary of Semester Rate for the LIST SEMESTER (Ex: Fall 2020) semester. The dates of your appointment are START DATE through END DATE. You will be eligible for a standard University fee reduction for the courses you are taking. Please note that the bi-weekly pay amounts during your first and last pay will be prorated based on the number of days worked during the pay period. If you cannot be here when your appointment begins, you need to contact your supervisor and department secretary and let them know before accepting this position. If you are not able to be here at the beginning date of your appointment, and you have not contacted your supervisor and department secretary and, made prior arrangements before the start date, your offer will be terminated. You will not be paid until you have signed in with your department secretary.

**Use below for full year offer**

The assistantship provides annual salary of Annual Rate on an academic year/fiscal year. The dates of your appointment are Start Date through End Date. You will be eligible for a standard University fee reduction for the courses you are taking. Please note that the bi-weekly pay amounts during your first and last pay will be prorated based on the number of days worked during the pay period. If you cannot be here when your appointment begins, you need to contact your supervisor and department secretary and let them know before accepting this position. If you are not able to be here at the beginning date of your appointment, and you have not contacted your supervisor and department secretary and, made prior arrangements before the start date, your offer will be terminated. You will not be paid until you have signed in with your department secretary.

# Insurance

If your appointment is half-time or more for at least a semester, you will be eligible for participation in the University Graduate Student Staff Health Plan. You may also enroll your spouse and dependents in the plan within 30 days of becoming insured by completing one of two enrollment steps. Instructions will be emailed to you once your employment has been entered into the SuccessFactors system AND you have a valid Social Security Number on file. Domestic students wishing to waive participation in this plan should still view the other benefits available, but no opt out is required. Purdue University requires all international students to participate in a University-sponsored medical insurance plan or to obtain an approved waiver of coverage. Additionally, failure to enroll or obtain an approved waiver may negatively impact your legal status per federal immigration regulations. To review the criteria for eligibility and apply for a waiver, please visit https://purdueship.myahpcare.com/waiver . Questions can be directed to Academic HealthPlans at 855-566-7278 or [support@myahpcare.com](mailto:support@myahpcare.com)

**Offer is Contingent on**

This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. Purdue University utilizes an online onboarding system through which you will complete new hire electronic documents, including the electronic Section 1 of the USCIS **Form I-9, Employment Eligibility Verification**. Section 1 must be completed **no later** than your start date. A welcome email will be sent to you from **Purdue HR** and will contain the link and information needed to log into your employee dashboard where you will complete your electronic documents. Section 2 of the electronic I-9 must be completed no later than the 3rd business day after your start date and requires you to physically present original and unexpired document(s) from the List of Acceptable Documents found at [https://www.uscis.gov/i-9-central/acceptable-](https://www.uscis.gov/i-9-central/acceptable-documents) [documents](https://www.uscis.gov/i-9-central/acceptable-documents) in person to a predetermined location on campus.

All graduate assistants are expected to report for duty one-week prior to the beginning of each semester.

1. Graduate assistants are expected to conform to the highest of academic ethical standards. Any graduate student found guilty of academic dishonesty, either as a teaching/research assistant or as a student enrolled in any course, may have their assistantship terminated or not renewed.
2. Graduate assistants are expected to treat all students fairly and equally, and refrain from making comments that may create an uncomfortable or threatening environment, as it relates to students of different races, gender, religions, age, nationalities, ancestries, disabilities, and sexual orientation. Graduate teaching assistants should never date their students.
3. **New international graduate teaching assistants will be required to pass the Oral English Proficiency Test (OEPT) before you will are allowed to teach any classes. Please see my secretary to determine your status and, if necessary, to schedule a time for taking this test.**
4. Graduate assistants need to become FERPA certified. Please see your advisor for instructions. Once you have taken the appropriate testing, provide your advisor and Departmental Secretary a copy of your completion certificate. This must be completed before the semester begins.
5. The maximum number of course hours that you will be allowed to enroll in your first semester as a Dept. Name graduate assistant is 9. In subsequent semesters, you may enroll in up to 12 credit hours, but only with approval of all of the following individuals: course supervisor, major professor, and department head. The department reserves the right to adjust your appointment and compensation down to quarter-time if you enroll in excess credit hours without these permissions.
6. This offer is based on work performance, continued funding, and satisfactory and ethical academics and may be terminated at any time.
7. Continued employment is subject to the availability of funds. The employment of graduate staff may be terminated prior to the expiration of the stated employment period or the compensation reduced during such period in the event federal or state appropriations are reduced or are deemed insufficient by Purdue University. Compensation paid from other sources will be paid only to the extent of funds available from such sources. If for any reason employment is terminated before the expiration of the stated employment period, compensation shall be paid up to but not beyond the date of such termination.

*International Students Entering from Foreign Countries:*

You should NOT apply for your visa or make travel plans until you receive a formal letter of admission from the dean of the Graduate School and your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed, admission conditions are met, and you have shown proof of

sufficient financial resources to attend Purdue University.

*International Students Entering from within the U.S.:*

If you are transferring to Purdue University from another institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are completed, you will receive a Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars at Purdue University. If you are on a J-1 visa, take the DS-2019 that was issued by Purdue to the international student services office at your current educational institution to obtain the necessary transfer approval from that institution. To complete the transfer, upon your arrival at Purdue, bring your passport, I-94 card or printed electronic record of admission from [www.cbp.gov/i94](http://www.cbp.gov/i94) , and the DS-2019 showing transfer. If you are on a F-1 visa, as soon as you arrive at Purdue, bring your I-20 that was issued by Purdue, previous I-20, passport, I-94 card, or printed electronic record of admission from [www.cbp.gov/i94](http://www.cbp.gov/i94) , and the international student transfer form to the Office of International Students and Scholars. That office will then process your F-1 transfer to Purdue.

**To Accept this Offer.**

Please indicate your acceptance of this position in writing by Date (even if this is a renewal of your prior appointment!).

*If we do not hear from you in writing by the above date, we may be forced to offer this graduate assistantship to another student in order to ensure that we have scheduled instructors for all of our courses.*

Reference(s)

* Graduate School Employment Manual at <https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf> (Please review, including page 37 – General Terms and Conditions of Employment of all Graduate Students at Purdue)
* Human Resources-related polices at <https://www.purdue.edu/policies/human-resources/vif11.html>

I have read and understand this letter, including all attachments and linked reference material above, and agree to the terms and conditions of this appointment.

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*[First Name] [Last Name]*                                          Date of Acceptance

If you have any questions, please contact me at phone number, or on the Internet at [email@purdue.edu](mailto:email@purdue.edu).

Sincerely,

Department Head

Department

cc: Whoever you want