**GRADUATE TEACHING OR RESEARCH ASSISTANTSHIP LETTER SAMPLE**

**YELLOW HIGHLIGHTED SECTIONS INDICATE THAT SPECIFIC INFORMATION SHOULD BE PROVIDED BY THE DEPARTMENT**

Date

First Name, Last Name (include “known as” here if appropriate)

3 Going to College St

Anytown, NE 68555

Email:

Dear Ms. Student:

I am pleased to offer you a Graduate (Teaching) (Research) Assistantship in the [insert name of the graduate program or department] for the academic year (or Fall Semester or Spring Semester) 20XX-20XX. These appointments are awarded to students who have excellent credentials and in whom the graduate faculty have real confidence. You are to be congratulated on your good work to date. I am certain that this assistantship will prove to be a valuable educational experience for you.

Your stipend for this teaching assistantship will be $\_\_\_\_\_ paid out in ten equal monthly payments beginning August XX, 20XX. Monthly stipends are direct deposited into your bank account the last working day of each month.

This assistantship requires \_\_\_ hours of work per week (.\_\_\_FTE) beginning August XX, 20XX through May XX, 20XX. Classes begin August XX, 20XX. Your duties as a graduate assistant are specified in the attached job description. [OR: Your supervisor will be Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is responsible for directing you in your duties for this assistantship.]

You must be admitted into a degree program and be registered for the duration of your appointment. You are responsible for ALL student fees plus the student portion of the University health insurance premium.

Graduate assistants may not work more than a total of 19.6 (0.49 FTE) hour per week *for all appointments combined* during the academic year. Graduate assistants may work up to 40 hours per week during school breaks and any or all summer sessions.

Included with this assistantship are up to 12 credit hours of graduate course work during the academic semesters plus 6-12 hours (specify depending on academic year pay) during Summer 20XX. You are not required to register for courses during the summer term. However, if you are employed in the summer but not registered for courses, you will be subject to FICA and Medicare taxes (currently 7.65% of your salary). You also will have limited access to libraries and will be assessed health center fees and recreation center fees for usage.

Your assistantship provides basic individual student health insurance at a reduced rate. You and the University will share in the cost of the premium. Approximately 21% of the annual cost of your health insurance premium will be billed directly to your student account. You will be notified at a later date of the amount for which you will be responsible.

Student insurance is provided as part of your graduate assistants' benefits package. If you don’t need the University’s student health insurance plan, you can waive coverage once your semester bill is available.  Here’s how:

* Sign into **MyRED** at http://myred.unl.edu and select **Student Accounts**.
* Under **Important Links** choose **Waive Student Health Insurance**. (International Students choose **Waive International Student Health Insurance**.)
* *If you* ***DO*** *want coverage, choose****I want my UNL Health Insurance Card!***

You must opt out before the tenth day of the semester.

International students with "F" or "J" visas registered for classes at UNL are always required to have health insurance coverage, unless proof of insurance from an outside source is provided. If you are an international student, you will automatically be enrolled and billed for the University’s student health insurance plan (Student Blue). You also have the option of purchasing additional health insurance for family members from the same plan by contacting the business office at the University Health Center.

If, during the course of the semester, you decide to resign from the assistantship, it is expected you will give 30 days written notice. Likewise, if there is a need to discharge you from your assistantship, you will be given 30 days written notice. Should you choose to resign, or if you are discharged, from your assistantship before completing 120 continuous days of employment for the current semester, all tuition and health benefits will be forfeited. You will be held responsible for the entire cost of those benefits, which will post to your student account.

We would like to hear from you as soon as you make a decision regarding enrollment in our program but you must respond no later than XXXXX, 20XX. We will have to withdraw our offer if we have not heard from you by that time. By agreement of the member institutions of the Council of Graduate Schools (CGS)\*, you are free to postpone your decision until April 15, or change your decision before that date. After that, you need a release from the program you have already accepted in order to accept an alternative offer. By accepting our offer, you also agree to abide by the terms and conditions outlined above.

Should you decide to accept this offer, and I very much hope you will, please sign your name below to indicate your intent to accept or decline this support package and return it to my office. If I do not hear back from you or receive a signed copy of this letter by XXXXXX, I will presume you have declined the assistantship and it will be withdrawn. All awards are contingent upon available funding and satisfactory progress.

We recommend that you keep a copy of this signed letter for your records. If you have any questions concerning this support package, please contact me at 472-XXXX or by email at iamhere@unl.edu.

Congratulations. We look forward to having you join us.

Sincerely,

Name

Chair, Name of Department

□ I accept the assistantship offer as stated above. □ I decline the assistantship offer as stated above.

Print Name Signature Date

NU ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The University of Nebraska-Lincoln is a participant in the Council of Graduate Schools (CGS) Resolution, and as such, we seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment. A copy of the CGS resolution can be found at: <http://www.unl.edu/gradstudies/facstaff/CGS_Resolution.pdf>.