

Date:

Dear

Student ID # \_\_\_\_\_

I am pleased to offer you a Graduate Assistantship in the Department of \_\_\_\_\_  
\_\_\_\_\_ at The University of Alabama in Huntsville for the \_\_\_\_\_  
semester beginning \_\_\_\_\_.

This assistantship provides not only the means of defraying the costs of your graduate education but also opportunities to broaden your professional development.

You will be performing \_\_\_\_\_ duties under the direction of \_\_\_\_\_  
for approximately \_\_\_\_\_ hours per week. Detailed information about your assistantship is provided on the attached sheet. Please read this agreement carefully. If you wish to accept this offer, please initial all paragraphs in the square brackets at the end, sign the agreement at the foot of the page and return it to us as soon as possible.

Congratulations on receiving this assistantship. We wish you well in your graduate studies and look forward to working with you.

Sincerely yours,

Cc: College Dean \_\_\_\_\_  
Graduate Studies Dean \_\_\_\_\_  
PI – Dr. \_\_\_\_\_ (for GRA's)  
Office of International Engagement (*International Students only*)  
Human Resources

**For GRA's :** Funding Source Code: \_\_\_\_\_  
Account # \_\_\_\_\_

## Graduate Assistantship Agreement

The following terms and conditions apply to your assistantship. Please read these carefully, initial in the square brackets [ ] at the end of each paragraph, sign at the bottom of the page, and return to the \_\_\_\_\_ Department office as soon as possible.

**STIPEND:** This assistantship is at our Level \_\_\_\_\_ and carries a stipend of \$ \_\_\_\_\_ per semester, payable biweekly under the UAH payroll guidelines. For details of payment patterns contact the department office. [ ]

**TUITION PAYMENT:** Your tuition charges for the covered semester will be at the in-state graduate rate (approximately \$ \_\_\_\_\_/term) and will be paid on your behalf for up to \_\_\_\_\_ credit hours. You are responsible for courses taken in excess of this limit. [ ]

**INTERNATIONAL STUDENT FEE:** If you are an international student, the International Student Fee (approximately \$150) will be paid on your behalf. [ ]

**COURSE LOAD:** Full GRA/GTAs (working 20 hours per week) are expected to be full-time students taking nine (9) graduate credit hours. Half GRA/GTAs (working 10 hours per week) must be enrolled in at least (6) graduate credit hours with the exception of international F-1 visa students who must be enrolled in 9 credit hours for immigration compliance. Withdrawal from any course(s) that results in a course load below this level will require you to reimburse the University for that course's tuition. International students may lose their immigration status and/or be subject to deportation. Any courses other than graduate courses require the approval of your advisor and department chair. [ ]

**WORKLOAD AND PERIOD:** \_\_\_\_\_ hours per week from \_\_\_\_\_. Includes all staff working days as shown in the University's official calendar. [ ]

**PERFORMANCE:** Retaining the graduate assistantship is contingent on satisfactory progress toward a graduate degree, acceptable performance of assigned duties, compliance with all policies in the Graduate Catalog and general UAH employment regulations, and the availability of sufficient external funds. Resignation during any term requires the student to make total reimbursement to the University for that term's tuition. [ ]

**TRAINING:** All graduate assistants should be familiar with UAH guidelines for emergency prevention measures, how to prepare themselves and students for emergencies, and typical emergency response. Graduate assistants must provide leadership to underclassmen and visitors who may not be knowledgeable about buildings and classrooms on campus. All graduate assistants will participate in mandatory safety training conducted by the Office of Environmental Health and Safety. This training will be announced at a later date. [ ]

All new Graduate Assistants must participate in a mandatory on-line training session through Canvas as an online course. Details and instructions will be provided to all students. [ ]

Failure to participate in this training will result in forfeiture of this offer. [ ]

**LABORATORY SAFETY:** You are required to attend any mandatory laboratory safety meetings required by your department prior to beginning your assigned duties. Please contact your department for details. Failure to attend will result in forfeiture of this offer. [ ]

**OUTSIDE EMPLOYMENT:** Students holding 20-hour per week assistantships may not hold additional employment during the term of this assistantship. Students with less than 20-hour per week appointments may supplement their assistantships with other employment up to a combined 20 hour per week maximum. Students who violate this provision may forfeit and/or be required to refund their stipend and tuition benefit. International students may lose their immigration status and/or be subject to deportation. [ ]

**ELIGIBILITY:** This offer is conditional upon admission to the \_\_\_\_\_ Department. Provisionally admitted students are not eligible for an assistantship.

University policy requires that all noncitizens of the United States hold appropriate visas in order to accept graduate assistantships. This assistantship will be terminated if the recipient is in violation of any policy of the United States Immigration and Customs Enforcement and includes the prohibition of outside employment during the term this assistantship is in effect. [ ]

This offer of employment is conditional upon your satisfaction of the employment eligibility requirements established by the Federal Immigration control law. Specifically, you will have to complete the first part of a government form (USCIS Form I-9) and submit it with original documents pertaining to your identity and employment to the University for examination. This must be done before you begin work for the University. [ ]

If you are studying at UAH on an international student visa you must report for “immigration processing” which coincides with New International Student Orientation. You must complete immigration processing with the International Student Engagement office prior to beginning your assistantship duties and in order to be eligible to register for classes. **If you anticipate any difficulty reporting to UAH in time for immigration processing, please contact the Graduate School & International Services at 256-824-6055 or email [iss@uah.edu](mailto:iss@uah.edu).** Failure or inability to comply will mean that under federal law, the University will not be permitted to employ you. [ ]

**BACKGROUND CHECK:** Graduate students who plan to work for The University of Alabama in Huntsville in any graduate student employment position are subject to a background check, the results of which will be used to evaluate eligibility for hire. [ ]

**HEALTH INSURANCE:** Graduate students who are employed by The University of Alabama in Huntsville in any graduate student employment position must provide proof of current health insurance coverage. [ ]

**I accept all the terms and conditions of this offer.**

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Student Signature

Student ID Number

Date

*The University of Alabama in Huntsville is an equal opportunity institution. It does not discriminate in any program or activity on the basis of race, color, religious, sex, national origin, or age or against any qualified individual with a disability, and it maintains an affirmative action program for protected minorities.*



## Council of Graduate Schools

### **Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants**

Acceptance of an offer of financial support \*(such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The University of Alabama in Huntsville is a CGS member institution that indicated their support of the Resolution. This Resolution was renewed October 2014.

CGS has prepared a shareable PDF of the Resolution that includes a list of CGS member institutions that have expressed support for the agreement. [www.cgsnet.org/ckfinder/userfiles/files/CGS\\_Resolution.pdf](http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf)

*\* This Resolution applies to offers of financial support only, not offers of admission.*