[Date]
[Name and A#]
[Email]

Dear [Student Name]:

We are pleased to offer you a Graduate Assistantship at the University of Alabama in Huntsville (UAH). This assistantship provides not only the means of defraying the costs of your graduate education but also affords opportunities to broaden your professional development.

You are being offered a [full-time or part-time] [Graduate Research, Graduate Teaching, or Graduate Administrative] Assistantship in the Department of [XXXX], College of [XXXX], for the [Fall, Spring, Summer] semester(s) of the [XXXX – XXXX] academic year. You will perform [research, teaching, administrative] duties under the direction of [Name of Principle Investigator or Supervisor] for approximately [10 for half-time/20 for full-time] hours per week. During the period of this assistantship, an estimated total tuition and fees, including full health insurance for the student, in the amount of [$XXXX.XX [enter the total for all selected semesters]] will be paid on your behalf. Additionally, during the period of this assistantship you will receive an estimated total stipend [Level 1, 2, or 3] in the amount of [$XXXX.XX [enter the total for all selected semesters]], paid biweekly according to UAH guidelines. Current tuition and fee information can be found on the UAH Bursar’s website. Current stipend levels for graduate assistantships can be found on the Graduate School FAQs website.

Please note that there are no assurances or promises for continued employment. Continued employment may be based on availability of funding and/or the needs of the department/college, and may also be subject to additional provisions established by the University and/or the Board of Trustees of the University of Alabama System.

Detailed information about your assistantship is provided on the attached sheet. Please read this information carefully. If you wish to accept this offer, please sign, date, and include your student A# in the spaces designated below, and initial each of the paragraphs on the following pages. Return it to [department email] by [select April 15 or later, per Council of Graduate Schools Resolution]. Signing this offer indicates your acknowledgement of the terms and conditions of the assistantship. If you have any questions regarding this offer, please contact the Department of [XXXX] at [email or phone].

Note that 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 Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants.

You were selected for funding from a pool of very talented applicants, and we hope that you choose to join UAH. Congratulations on receiving this assistantship, and we look forward to working with you.

Sincerely,

[Signature of Department Chair]  [Signature of PI (GRA), Dean (GTA), Supervisor (GAA)]

[insert Department Chair Name]
Chair, Department of [XXXX]

[insert PI, Dean, Supervisor Name]
Principal Investigator or Dean, College of [XXXX]

I accept this offer.

_________________________  ______________________  ______________________
Student Signature  Student A#  Date

The University of Alabama in Huntsville is an equal opportunity institution. It does not discriminate in any program or activity based on race, color, religion, sex, national origin, or age or against any qualified individual with a disability, and it maintains an affirmative action program for protected minorities.
The following terms and conditions apply to your assistantship. Please read these terms carefully, initial in the square brackets [ ] at the beginning of each paragraph, sign and date at the bottom of the first page, and return it to the department office as soon as possible.

[____] GRADUATE RESEARCH ASSISTANT RESPONSIBILITIES: A Graduate Research Assistant (GRA) shall be a degree-seeking graduate student who performs research duties related to their academic program. The GRA will perform general duties related to research, documentation, experimentation, interviews and other activities that support the academic endeavor of the supervising faculty. At times, a research project to which the GRA is appointed may eventually lead to a thesis or dissertation topic; however, a research supervisor cannot guarantee that a particular project will provide suitable material for a thesis or dissertation.

[____] GRADUATE TEACHING ASSISTANT RESPONSIBILITIES: A Graduate Teaching Assistant (GTA) shall be a degree-seeking graduate student who assists a faculty member with teaching assignments. The duties may include, but are not limited to, preparing lectures, grading assignments, researching class topics and substituting for Faculty of Record on select class days. A GTA who is the Instructor of Record must have completed 18 graduate credit hours in the subject area and perform teaching duties related to their academic program.

[____] GRADUATE ADMINISTRATIVE ASSISTANT RESPONSIBILITIES: A Graduate Administrative Assistant (GAA) shall be a degree-seeking graduate student who assists in the teaching and/or research function, but do not have primary responsibility for teaching and/or research. The duties may include those outlined in either the teaching or research classifications as well as other duties assigned that relate to their academic program. A GAA should be used only when neither a GRA nor a GTA is appropriate.

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

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

[____] FEE ACKNOWLEDGEMENT: Payment of fees not covered by this assistantship award is your responsibility.

[____] HEALTH INSURANCE: The full premium for your health insurance coverage will be provided on your behalf each semester during which your assistantship is in effect. International students MUST maintain this insurance coverage per SEVIS regulations. Any concerns or questions regarding student health insurance should be directed to the Graduate School.

Do you accept the University's health insurance benefit?

INITIAL ONE:
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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 (OEHS). Please contact OEHS for future training dates.

[____] LABORATORY SAFETY: You are required to attend all 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 assistantship.

[____] GTA TRAINING (ONLY APPLICABLE TO GTAs): All new Graduate Teaching Assistants must participate in an on-line training session through Canvas, as well as in-person training. Details and instructions will be provided to all GTAs within Canvas. Failure to participate in any required training will result in forfeiture of this assistantship.

[____] 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.

[____] DOMESTIC STUDENT ELIGIBILITY: This offer is contingent upon unconditional admission to your department. Provisionally and conditionally admitted domestic students are not eligible for an assistantship. Students who are provisionally or conditionally admitted may qualify to hold an assistantship once they reach unconditional admission status.

[____] INTERNATIONAL STUDENT ELIGIBILITY: University policy requires that all noncitizens of the United States hold appropriate visas to accept graduate assistantships. The 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.

[____] IMMIGRATION PROCESSING: 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 Office of International Services prior to beginning your assistantship duties and 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 and the Office of International Services at 256-824-6055 or email isss@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 UAH in any graduate assistantship role are subject to a background check, the results of which will be used to evaluate eligibility for hire.