

Appointment Letter - GA or RA

Date

Name

Date

Dear :

I am pleased to offer you a Graduate (or Research) Assistantship in the University of New Hampshire's Department (or Center) of \_\_\_\_\_, starting on \_\_\_\_\_. You will receive a stipend of \$ \_\_\_\_\_ for the nine month academic year. Tuition is waived for all students who hold a Graduate Assistantship. Information on graduate appointments can be found at <http://www.unh.edu/grad-catalog/gi.cfm?thisid=164&masterid=127&headingid=127#164>.

From your stipend you will need to cover room and board and graduate student fees. The student fees rates for the current academic year can be found at: <http://www.unh.edu/business-services/tuitgrad.html>. Housing is available either in a graduate dormitory, conveniently located on campus, in university apartments for married students, or in private rentals. In addition to the stipend and tuition benefits described above, your assistantship will also include individual health insurance. Further information regarding health coverage can be found at: <http://www.unh.edu/health-services/shbp/>

Duties associated with the assistantship include: \_\_\_\_\_. The time spent in these duties is approximately twenty hours per week.

This offer and start date are contingent upon successful completion of the background check process. Please return the Background Check Authorization Form in the enclosed envelope at your earliest convenience. I-9 and W-4 forms with acceptable identification documentation must be completed and verified by coming to \_\_\_\_\_ prior to your first day of employment. You should also be aware that a mandatory orientation for new assistants and fellows is held during the week before classes. Information will be posted on the Graduate School web pages approximately one month before the semester begins.

If you have any questions, please don't hesitate to contact me. I encourage you to visit the University if this will help you to make your decision. Naturally we hope you will choose to accept the assistantship and join us here at UNH in the Fall of \_\_\_\_\_. Please provide your written response to this offer by endorsing and returning this letter no later than \_\_\_\_\_, although an earlier response is appreciated.

Sincerely,

Name  
Graduate Coordinator

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I accept \_\_\_\_\_ or do not accept \_\_\_\_\_ this offer for an assistantship.  
Name \_\_\_\_\_ Date \_\_\_\_\_

If summer support is to be offered it should be enumerated in the offer letter.