**Appointment Letter –Part-Time GA or RA**

Date

Name

*(Include UNH assigned ID Number)*

Dear :

I am pleased to offer you a half-time Graduate (or Research) Assistantship in the University of New Hampshire’s Department (or Center) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will receive a stipend of $\_\_\_\_\_\_\_\_\_ with a start date of \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ and an end date of \_\_\_\_/\_\_\_\_/\_\_\_\_/ You will be paid on a bi-weekly basis and will have the option for direct deposit. As a half-time Graduate Assistant you are responsible for paying tuition at 50% of the resident rate. Tuition waivers awarded with assistantships do not include overload tuition charges.

***Please note: It may take until October 1 (fall semester) or March 1 (spring semester) for tuition waivers to post to your student account. Student late fees are not applied during this time. Please allow this time frame to pass before contacting your department or Business Services. If the waiver has not posted after the dates listed above, please contact your department.***

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: [Student Health Benefit Plan Information](https://www.unh.edu/health/shbp). If you are able to show proof of alternative coverage by a U.S. based health insurance plan that meets all of the criteria outlined at:  [Student Health Benefits Plan information](http://www.unh.edu/health-services/shbp) you are encouraged to waive the UNH Student Health Benefit (UNH SHBP) by completing the waiver. A link to the waiver can be found on the information page referenced above.

From your stipend, you will need to cover room and board and graduate student fees. The student fee rates for the current academic year can be found at <https://www.unh.edu/business-services/tuitgrad> . Housing is available either in a graduate dormitory, conveniently located on campus, in university apartments or in private rentals.

Additional information on graduate appointments can be found at:

<https://catalog.unh.edu/graduate/general-information/fees-financial-support/>

Duties associated with the assistantship include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The time spent in these duties is approximately ten hours per week. Your continued employment is contingent upon your ongoing demonstration of successfully fulfilling these job expectations.

This offer and start date are contingent upon successful completion of a background check and your ability to present proof of valid work authorization for the period covered by this offer.  You will receive an email from the background check vendor, *HireRight*, with instructions to complete the background check process. Please respond to this request at your absolute earliest convenience as the background check can take up to two weeks to process.

Please complete hiring forms I-9 ([Link to I-9](https://www.uscis.gov/i-9) ), W-4 ([Link to W-4 form](https://www.irs.gov/pub/irs-pdf/fw4.pdf)) and campus mailing address and return them to \_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_ department as soon as possible.  Please note that the form I-9 requires an authorized UNH representative to verify your documents if completing offsite ([Authorized Representative Form](https://www.unh.edu/hr/sites/unh.edu.hr/files/media/pdfs/form_i-9_instructions_for_authorized_representatives.pdf)) If you are an international student who will hold an F1/J1 student visa, you will complete the hiring paperwork during your Fall orientation once you have arrived on campus.

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 page approximately one month before the semester begins.

Your acceptance into our graduate program has only come after a careful review of your academic background. We believe that you are an excellent fit for our program and we hope that you will accept our offer. Your time at UNH promises to be a rewarding period of personal and professional growth. You are certainly welcome to visit us at any time in order to discuss our program in greater detail. Please do not hesitate to contact us if you have any questions. We ask that you please inform us of your decision as soon as possible.

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)*

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

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: BSC

12/2018