

(date)

(name)

(student ID)

(address)

(address)

Dear (name):

We are happy to inform you that, subject to the available resources of this university, you have been awarded a graduate teaching assistantship for the 2008-09 academic year in the Department of (department).

The teaching assistantship carries a stipend for services to your department of approximately \$9,401.20 for the 2007-08 academic year. A tuition and fee scholarship has also been awarded to you in a separate letter.

You will be paid your stipend in accordance with university policy, normally every two weeks during the term of your appointment. Graduate teaching assistant stipends are not considered hourly compensation; hence, your work assignment will vary from time to time. However, such work assignments should not average in excess of 19 hours per week. In general, the work assignments will be determined by the Department Chairperson and/or the Graduate Program Director. This appointment period begins 18 August 2008. Please report to the Department of (department) by 18 August 2008. Failure to report on time or premature departure at the end of each semester may lead to a reduction in pay or forfeiture of the assistantship. Failure to perform satisfactorily may also lead to forfeiture of the assistantship.

As a full-time student **you are required to pre-register** for at least 9 but not more than 12 graduate credit hours per semester. To enroll for more than 12 hours, a graduate teaching assistant must request special permission from the Dean of the Graduate School. Any additional employment paid through the university must be approved by the Dean of the Graduate School.

A graduate teaching assistant at Idaho State University is entitled to the benefits and privileges of any full-time student. This includes access to the library, recreational facilities, student health and counseling services, intercollegiate athletic events, and reduced rates for other activities.

All graduate students are required to maintain a "B" grade average. If you fail to do so, or if your performance is unsatisfactory in other ways, this appointment may be canceled.

Please confirm in writing, within two weeks whether you accept or decline this offer. Your appointment as a graduate teaching assistant will not be official until we have received your written acceptance.

Sincerely,

(Department Chairperson), Chair
(Department name)

Tom Jackson, PhD, Dean
Graduate School

cc: Department
Graduate School

Send letter of acceptance (and Checklist) to:

(Department Chairperson), Chair
(Department name)
921 South 8th Avenue, Stop (Box #)
Idaho State University
Pocatello ID 83209-(Box #)

(date)

(name)

(student ID)

(address)

(address)

Dear (name):

Because of your previous academic achievement and your potential for success in graduate education, we offer you a tuition and fee scholarship for the 2008-09 academic year at Idaho State University. This scholarship includes payment of your in-state tuition and fees and a non-resident tuition waiver for the 2008-09 academic year, and this offer is made with the understanding that you have been admitted as a graduate student and will be enrolled as a full-time graduate student for the 2008-09 academic year. Please note that this award will be available in accordance with university policy.

We extend to you our congratulations on your selection as a scholarship recipient. We hope this financial assistance will help you to achieve your educational goals.

Please confirm in writing, within two weeks whether you will accept or decline this award. Your appointment as a graduate teaching assistant will not be official until we have received your written acceptance.

Sincerely,

(Department Chairperson), Chair
(Department name)

Tom Jackson, PhD, Dean
Graduate School

cc: Department
Graduate School

Send letter of acceptance (and Checklist) to:

(Department Chairperson), Chair
(Department name)
921 South 8th Avenue, Stop (Box #)
Idaho State University
Pocatello ID 83209-(Box #)

Please complete the Checklist below and include it with your acceptance letter:

**Please maintain a copy of this checklist for your reference
to ensure that you complete all items.**

I, _____, understand and agree to these terms:
(Student's Name - please print clearly)

(Please check each box)

- My contract begins 18 August 2008. I will report to my department by 18 August 2008.
- I will participate in New Graduate Student Orientation online at <http://www.isu.edu/graduate/orientation> and Department Orientation (if applicable).
- I will preregister for full-time graduate courses immediately (Fall online preregistration begins 11 April 2008). I understand that the TranPay billing cycle does not begin until I am preregistered, and that my assistantship (or fellowship) will not be disbursed until I am preregistered.
- I will complete fee payment by signing and returning my TranPay form no later than 22 August 2008, otherwise I agree to pay any late fees. Further, I understand that I will not receive my first stipend (or fellowship) check until my fee payment is complete.
- I will go to the Office of Human Resources as soon as possible, but no later than 20 August 2008, to complete I-9, W-4, and STAR Forms, which enables me to get my first check on 5 September 2008 (fellowship payments start 18 August 2008). *(Identification will be required: e.g., driver's license, birth certificate, Social Security Card, Passport. See <http://www.isu.edu/departments/humanr/hrpdflinks.html> for a list of "Acceptable Documents.")*

(Student's Signature)

(Department or Major Program of Study)

**Please maintain a copy of this checklist for your reference
to ensure that you complete all items.**