Date

Student

Address

Dear XX:

I am very pleased to inform you that you have been selected to receive a Graduate Assistantship at the University of Louisville. This letter is a formal offer of that assistantship to you as a (doctoral or masters) student in the Department of YY. This offer is for a stipend at the annual rate of $xx,xxx per year plus tuition and health insurance. This equates to $xxxx/month of residence at UofL. The Graduate Assistantship will begin August 1, 2018 and is renewable annually for a total of (4 or 2) years contingent on you making satisfactory progress toward your degree. Renewal of your support requires that you be enrolled fulltime, with a cumulative GPA of not less that 3.0 and meeting the satisfactory progress requirements of your graduate program. You will be expected to register for a minimum of nine (9) hours for the Fall and Spring semester and six (6) hours for the Summer semester, if applicable. This assistantship does not cover tuition for distance education courses or student fees.

During the time in which you are covered by the Graduate Assistantship, the Department of YY will assign you up to 20 hours per week of work pertinent to your field. As a recipient of this award, we expect that you will be an active and contributing member of your program; thus, you must remain in residence at the University of Louisville while you are covered by the Graduate Assistantship unless you have written approval from your program and the Arts & Sciences Associate Dean for Graduate Education to be away from campus for an extended period. You may also not accept additional employment while the assistantship is in effect without written approval of the Dean of the School of Interdisciplinary and Graduate Studies. If you accept this assistantship offer, a signed statement agreeing to these conditions is required.

After acceptance of this offer, the University Business Operations Center will contact you directly to provide additional information about the hiring process. The e-mail will contain instructions on how to log into the Business Operations portal and complete your personal data, where to go to complete your I-9 (Employment Eligibility Form) and instructions on the completion of a Criminal Background Check. **Your funding will not start until successful completion of the I-9 form and criminal background check.** Failure to complete this process by 8/1/18 will result in a reduced August check.

We will consider this offer valid until April 15, 2018, unless declined by you at a prior time. If your reply is not received in writing, by e-mail, or fax by that date, the offer is withdrawn. Please reply to DGS, e-mail, fax: 502 852-xxxx.

Offers of funding are only given to those with great potential and you are to be congratulated on this achievement. We hope to hear from you soon.

Sincerely,

Name

Department Chair

Department