MEMORANDUM B
TEMPLATE FOR GRADUATE ASSISTANT APPOINTMENT FOR
APPLICANTS REQUIRING PERSONAL BACKGROUND CHECKS** PRIOR
TO EMPLOYMENT

NOTE: This letter should be sent to the Graduate School to include with the acceptance
letter or sent directly to the student after admission to K-State Graduate School.

Date

Address

Dear Mr./Ms. (    ):  

Paragraph 1: Introduction paragraph including admission status.

Paragraph 2: Information about the appointment tenths, appointment dates, stipend,
benefits (resident tuition if 0.4 or higher, GTA/GRA health insurance if on 0.5
appointment), and renewal requirements)

Paragraph 3: Conditions of assistantship, job responsibilities, and expectations for
continued appointment.

Paragraph 4: Contact information if individual has questions.

Paragraph 5: Include information about acceptance of offer contingent on a successful
criminal background check and completion and return of a copy of the Disclosure and
Authorization form and attached documents (See sample wording below.)

Enclosure: Disclosure and Authorization form and attached documents

** Required Wording for Paragraph 5**
By University policy this offer is contingent on a successful criminal background check
and admission to Kansas State University Graduate School. If you accept this
assistantship offer, please sign below and return the original, signed copy to me at the
address above. You are also required to complete the Criminal Background Check
Request Form and return a copy to the same address. Please note you should must retain
the enclosed A Summary of Your Rights Under the Fair Credit Reporting Act and
Remedying the Effects of Identity Theft.

** Domestic and Non-Resident Aliens Previously Residing in the U.S. in the last 7 years
for at least one month.**