

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 of employment applicant regarding procurement of a consumer report form with the blank checked that the individual received a copy of the Summary of Rights Under the Fair Credit Reporting Act and Remediating the Effects of Identity Theft (See sample wording below.)

Enclosure: Disclosure to Employment Applicant Regarding Procurement of A Consumer Report, A Summary of Your Rights Under the Fair Credit Reporting Act and Remediating the Effects of Identity Theft.

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 confirm the receipt of the enclosed A Summary of Your Rights Under the Fair Credit Reporting Act and Remediating the Effects of Identity Theft by checking the box indicated on the form.

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