

**MEMORANDUM A**  
**TEMPLATE FOR GRADUATE ASSISTANT APPOINTMENT FOR**  
**APPLICANTS NOT REQUIRING PERSONAL BACKGROUND CHECK\*\***  
**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.

**Required Wording for Paragraph 5**

If you accept this assistantship offer, please sign below and return the **original, signed** copy to me at the address above.

\*\*Non-Resident Aliens who have not previously resided in the U.S. and have obtained a F-1 Visa to attend Kansas State University.