

**Memorandum A**  
**Template for Graduate Assistant (GTA or GRA) Appointments**

*When Applicants do NOT require Personal Background Check prior to employment\**

Date

Address

Dear Mr./Ms. \_\_\_\_\_

It is my pleasure to inform you that you have been admitted into the graduate program in \_\_\_\_\_ beginning \_\_\_\_\_. ... We have also decided to support your graduate work with an appointment in the department as a (graduate teaching assistant/graduate research assistant).

Your appointment as a (GTA/GRA) will be for X tenths and will begin on \_\_\_\_\_. For this appointment, you will earn \$\_\_\_\_\_ per (hour/month/semester/year). The benefits you will receive include (GTA/GRA on 0.5 appointment: resident tuition and GTA/GRA health insurance if applicable; GTA on 0.5 appointment: tuition waiver of up to 10 credit hours per semester).

*(NOTE: The tuition waiver depends on the tenths of appointment as a GTA. For 0.5 appointments, the waiver is up to 10 hours per semester. For 0.1 GTA appointments, the waiver is up to 2 hours per semester. Any hours taken above and beyond the level of the waiver will be billed to the student at in-state tuition rates.)*

For this appointment, you are required to maintain full-time status as a graduate student (enrolled in at least 6 hours per semester). You are expected to work approximately \_\_\_\_ hours per week. Your responsibilities in the position will include (list of duties). Your continued appointment will depend on your satisfactory performance of these duties, your continued status as a full-time graduate student in good academic standing (GPA of 3.0 or higher), and available funds.

If you have any questions on this appointment, please contact \_\_\_\_\_. ...

**Required Wording:** If you accept this assistantship offer, please sign below and return the **original, signed** letter to me at the address shown above.

I accept this appointment \_\_\_\_\_ Date \_\_\_\_\_

I am looking forward to you joining our program. I wish you success in your studies and your appointment.

Signature

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