

**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.