

Graduate Assistantship Offer

This form must be signed and returned.

Student Name: _____

Address: _____

City, State, Zip: _____

Please confirm our Graduate Assistantship offer in the Department of _____
for the following dates (semesters) _____.

Your appointment will carry a total stipend of \$ _____ distributed over the above dates.
(See the Graduate School website home page for distribution details.) Deductions will be made
from this amount for the usual withholdings for federal income taxes and social security
benefits. Graduate assistants must pay full tuition and fees under Texas law.

This offer is contingent upon verification of your employment eligibility in the United States.
Your appointment carries the expectation that you will devote full time to the combination of
assistantship duties and graduate studies. Continuation of your appointment will require
satisfactory performance in course work and assigned duties.

CRITICAL INFORMATION

**Neither Human Resources nor the Payroll office can process your appointment until we
receive your written response accepting this appointment AND you have attended a
mandatory new employee orientation session. You will not receive a payroll check
unless this is handled in a timely manner. You should attend the mandatory new
employee orientation on or before your first workday. Failure to attend orientation on or
before your first day of employment may impact your health insurance benefits. Please
contact Human Resources at (936) 468-2304 to schedule a time for your orientation.**

This offer will be automatically withdrawn should you fail to report for duty at the beginning of
the semester or summer session indicated above.

As soon as possible, please indicate below your acceptance or refusal of the Graduate
Assistant appointment.

Please return to:

Department: _____

Address: _____

I accept

I do not accept

Print Student Name

Signature

Date