**Appointment Letter –Full-Time GA or RA**

Date:

Name:

*ID: (Include UNH assigned ID Number)*

Dear :

I am pleased to offer you a Graduate (or Research) Assistantship in the University of New Hampshire’s Department (or Center) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will receive a stipend of $\_\_\_\_\_\_\_\_\_ with a start date of \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ and an end date of \_\_\_\_/\_\_\_\_/\_\_\_\_. You will be paid on a bi-weekly basis and will have the option for direct deposit. Tuition is waived for all students who hold a full-time Graduate Assistantship. Tuition waivers awarded with assistantships do not include overload tuition charges.

In addition to the stipend and tuition benefits described above, your assistantship will also include individual health insurance. Further information regarding health coverage can be found at: [Student Health Benefit Plan Information](https://www.unh.edu/health/shbp). If you are able to show proof of alternative coverage by a U.S. based health insurance plan that meets all of the criteria outlined at:  [Student Health Benefits Plan information](http://www.unh.edu/health-services/shbp) you are encouraged to waive the UNH Student Health Benefit (UNH SHBP) by completing the waiver. A link to the waiver can be found on the information page referenced above.

From your stipend, you will need to cover room and board, graduate student fees, and all applicable taxes. The student fee rates for the current academic year can be found at <https://www.unh.edu/business-services/tuitgrad>. Students holding full-time assistantships are charged 50% of the full-time mandatory fees rate. Housing is available either in a graduate dormitory, conveniently located on campus, in university apartments or in private rentals.

Additional information on graduate appointments can be found at: <https://catalog.unh.edu/graduate/general-information/fees-financial-support/>

Duties associated with the assistantship include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The time spent in these duties is approximately twenty hours per week. Your continued employment is contingent upon your ongoing demonstration of successfully fulfilling these job expectations.

This offer and start date are contingent upon successful completion of a background check and your ability to present proof of valid work authorization for the period covered by this offer.  You will receive an email from the background check vendor, *HireRight*, with instructions to complete the background check process. Please respond to this request at your absolute earliest convenience as the background check can take up to two weeks to process.

The University of New Hampshire is a Federal contractor within the meaning of Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors. This position may require that you be vaccinated against COVID-19 in the future unless you apply for and receive a religious or medical exemption to this requirement. You may not test out of this requirement. Therefore, to maintain your employment under the terms of this letter in the future you may be required to provide proof of vaccination or to apply for and receive a religious or medical exemption.

Upon your arrival to campus, please visit Human Resource Services to complete your hiring forms I-9 ([Link to I-9](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uscis.gov%2Fi-9&data=04%7C01%7CRobin.Pelechowicz%40unh.edu%7Cc5a7306a2d084b62d2a908d9b463cc0b%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637739162979568046%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=tsgrK7gV3wv8gIJ7wVrM6waZwr%2FEJeDOU1ZJRcR6r4w%3D&reserved=0) ), W-4 ([Link to W-4 form](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.irs.gov%2Fpub%2Firs-pdf%2Ffw4.pdf&data=04%7C01%7CRobin.Pelechowicz%40unh.edu%7Cc5a7306a2d084b62d2a908d9b463cc0b%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637739162979578002%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6TofpUK74XDH3IAhdbTO7i8gzRrV5cAR%2BvskkSsUepU%3D&reserved=0) ). HR Services is located at 2 Leavitt Lane, Durham, NH and is open Mon-Fri., 9:00am-3:00pm. The office is approximately 1 mile west of core campus. If you are an international student who will hold an F1/J1 student visa, you will complete the hiring paperwork upon your arrival to campus, in person at the Office of International Students and Scholars (OISS).

You should also be aware that a mandatory orientation for new assistants and fellows is held during the week before classes. Information will be posted on the Graduate School web page approximately one month before the semester begins.

Your acceptance into our graduate program has only come after a careful review of your academic background. We believe that you are an excellent fit for our program and we hope that you will accept our offer. Your time at UNH promises to be a rewarding period of personal and professional growth. You are certainly welcome to visit us at any time in order to discuss our program in greater detail. Please do not hesitate to contact us if you have any questions. We ask that you please inform us of your decision as soon as possible.

Please provide your written response to this offer by endorsing and returning this letter no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, although an earlier response is appreciated.

Sincerely,

*(Name Graduate Coordinator)*

I accept \_\_\_\_\_\_\_ or do not accept \_\_\_\_\_ this offer for an assistantship.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: fin.academicunits@unh.edu

1/2023