

****Date****

Prospective Graduate Staff Appointee

Address

Address

Dear ***Prospective Employee***:

I am pleased to offer you a half-time graduate administrative/professional assistantship in ***name of department or division*** for the 2011-2012 academic year. The assistantship is contingent upon your meeting all the admission requirements of the department/program you wish to enter and the Graduate School. To continue the assistantship in the spring semester and beyond, you must maintain satisfactory Administrative/Professional performance.

Insert departmental expectations regarding duties, lines of reporting, hours, and any other information relevant to employment.

The assistantship provides a salary of ***minimum of \$1,436.67 per month for a 9-month period and a minimum of \$1,293.17 per month for a 12-month appointment*** (prorated for partial months) along with a remission of all but a nominal portion of tuition and fees each semester. (*\$1070.40 per semester, 1/2 the semester rate for summer plus any applicable per credit or equivalent hour rate*). The dates of your appointment are August 15, 2011, through May 13, 2012. (*These are the dates for the 2011-2012 academic year appointment.*)

Since your appointment is half-time or more for at least a semester, you will be eligible for participation in the University Graduate Student Staff Health Plan. You may also enroll your spouse and dependents in the plan within 30 days of becoming insured by completing the online enrollment form at www.SRStudentCenter.com/Purdue. If you wish to waive participation in the plan you must complete the online opt-out form at www.SRStudentCenter.com/Purdue.

If you wish to accept this appointment, please respond in writing by ***date***.

Add if timing warrants Under a resolution of the Council of Graduate Schools, acceptance of an offer of financial support for the next academic year completes an agreement that both you and Purdue University expect to honor. If you accept our offer before April 15 and subsequently desire to withdraw your acceptance, you may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits you not to accept another offer without first obtaining a written release from Purdue University.

USE THE FOLLOWING FOR:

U.S. citizens or Resident Aliens:

This offer is also contingent upon your eligibility to work in the United States. Prior to your first day of work, please complete Section 1 on page 4 of the "Form I-9, Employment Eligibility Verification"

document. To access the electronic form, visit the following Purdue University site <<http://www.purdue.edu/hr/pdf/i-9.pdf>>. Page 5 of the same form contains “Lists of Acceptable Documents” needed to properly establish your eligibility to work in the United States. The same list is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of work

For International Students entering from foreign countries:

You should not apply for your visa or make travel plans until you receive a formal letter of admission from the dean of the Graduate School and your Certificate of Eligibility (I-20 or IAP-66) from the Office of International Students and Scholars at Purdue University. These papers will be sent to you as soon as all admission procedures are completed and you have shown proof of sufficient financial resources to attend Purdue.

For International Student entering from within the U.S.:

If you are transferring to Purdue University from another educational institution in the U.S., certain transfer procedures must be completed before you come to Purdue. After all admission procedures are completed, you will receive a Certificate of Eligibility (I-20 or IAP-66), issued by the Office of International Students and Scholars at Purdue. If you are on a J-1 visa, take the IAP-66 that was issued by Purdue to the international student services office at your current educational institution to obtain the necessary transfer approval from that institution. To complete the transfer, upon your arrival at Purdue, bring your passport, I-94 card, and the IAP-66 showing transfer approval to the Office of International Students and Scholars. If you are on an F-1 visa, as soon as you arrive at Purdue, bring your I-20 that was issued by Purdue, previous I-20, passport, I-94 card, and the international student transfer form to the Office of International Students and Scholars. That office then will process your F-1 transfer to Purdue.

Sincerely,

Department Head Name
Title

Accepted:

Enclosures

cc: Departmental Business Office
others

Prospective Employee

Attachments: Terms and Conditional of Employment of All Graduate Students at Purdue University