

## Appointment Offer Letter

Dear *[Insert applicant's name]*,

Congratulations! You have been recommended for admission to the *[ACADEMIC]* program at Ohio University. You will receive an official offer of admission from the Ohio University Graduate College. Your recommendation for admission is under the terms and conditions in effect in the *[Insert correct catalog here, for Summer admission enter this link [2020-2021 Graduate Catalog](#) OR for Fall admission a link will be available soon for the 2021-2022 Graduate Catalog. Please use 2020-2021 link until available]*.

*[Insert information about the academic program here]*

With the recommendation for admission, we are offering you a *[graduate, research, teaching]* assistantship. This assistantship consists of:

- A *[\$[amount]* stipend/semester for *[fall semester, spring semester, fall and spring semesters, and summer semester]* (Please note: Stipends are processed through payroll services as taxable items. For information about your stipend payment cycle, please visit [Ohio University Human Resources, Payroll Schedules](#)),
- A *[partial or full]-tuition* scholarship of your instructional fees for *[fall semester, spring semester, fall and spring semesters, and summer semester]* (worth *[\$[amount]* per year),
- *[If necessary (must be included for international students), waiver of the non-Ohio-resident surcharge (typically \$[amount] per year), and]*
- *[Add any additional departmental components of the offer here].*

The assistantship, which includes the stipend and tuition scholarship package, is renewable for *[X]* years, pending the availability of funds, appropriate/satisfactory progress toward your degree, and your compliance with program and university guidelines. *[Note: If the program curriculum requires more semesters than are normally funded, please include that information here.]* You must register for a minimum of *[insert number of hours]* graduate hours for fall and spring semesters, a minimum of *[insert number of hours]* graduate hours for summer semester. You must maintain a 3.0 graduate grade-point average to keep this appointment.

In exchange for this assistantship, you will be expected to work *[X]* hours per week, never to exceed 20 hours per week. The duties begin the first day of the semester and end the on the close of the semester. We will assign the specific duties and responsibilities for this assistantship.

All **NEW** graduate students holding a graduate appointment are required to complete employment paperwork and an I-9 by the first day of work. **Refer to your appointment letter for instructions** on how to complete all necessary paperwork and I-9 with University Human Resources.

*[international: Teaching Assistants must meet oral English proficiency requirements as defined by the State of Ohio. These requirements apply to all teaching assistants with instructional responsibility regardless of the teaching assistant's native language. Non-native speakers of English must demonstrate proficiency through the campus-based SPEAK test OR an appropriate score on the Speaking section of the iBT. For more details, see the following websites ([Ohio University Linguistics, Oral Proficiency Assessment](#) AND/OR [English Language Proficiency](#)*

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[Policy](#)). Native English speakers must be certified by department/school for which the student is teaching.]

You will be responsible for paying the remainder of the fees while holding this appointment, as applicable. These fees include:

- General fees,
- [Health insurance](#) (may be waivable for domestic students),
- College technology fees,
- Network fees,
- [Wellbeing fees](#) (waivable), and
- [Student legal services fees](#) (waivable).

A schedule of current tuition and fees can be viewed by visiting the Ohio University [Office of the Bursar](#) web page.

You are likely to have additional expenses (for example, housing deposits, rent, books, transportation, [parking](#), food, clothing, outerwear, and other living expenses) to pay before your first stipend payment, so arrive with sufficient funds for these additional costs. For more information on typical expenses, visit the [Graduate College](#) web page.

For more information on additional funding opportunities and financial assistance, visit the Graduate College [Financial Support](#) web page.

All graduate students are required to complete an online Graduate Student Orientation module. More information will be distributed about this module via email. In addition, all graduate students are strongly encouraged to participate in the all-campus orientation hosted by the Graduate College. This on-campus event is scheduled for Thursday, August 19, 2021. Please look for more information in your OHIO email.

*[international: International students must participate in an International Student Orientation. Please see the [International Student and Faculty Services](#) website for information regarding orientation. If you choose to accept the admission offer, please note that in determining a student's personal funding required for issuance of an I-20 (which is needed for a student to secure a student visa), the Graduate College factors in only the graduate appointment funding for the student's first two semesters in the program (not the whole year).]*

*[Include programmatic supplemental information.]*

You would be accepting this assistantship under the terms and conditions outlined above and in the *[Insert correct catalog here]*, Graduate Appointment and Fellowships section. You have until April 15<sup>th</sup> to accept or decline this invitation (this deadline is set by the [Council of Graduate Schools](#)). However, we encourage you to contact us, concerning your intent as soon as you have decided.

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Sincerely,