# Graduate Assistant Offer Letter Template

*(To be used for offers in academic year 2025/26)*

**When to Use This Template:**

The template below should be used to appoint or reappoint a graduate student as a Graduate Assistant (GA). Departments may choose to use this [optional cover letter template](https://grad.uconn.edu/wp-content/uploads/sites/2114/2022/01/Optional-GA-Recruitment-Letter-Template.docx) when recruiting new students or offering additional financial support, such as a department fellowship. If processing a mid-appointment FTE or stipend level change, please use the “Graduate Assistant Mid-Appointment FTE or Stipend Level Change Template”.

**Template Instructions:**

* In addition to the appointment term box, fields in **bold** indicate specific information the department should input.Sections prefaced with guidance language should be deleted if they do not apply to the GA.
* Offer letters should be issued on department letterhead.
* Offer letters must include the legal name (referred to as “Primary Name” in Student Admin and on the GA Hire Eligibility and Stipend Level Report) as it appears in Core-CT for the name/address block, however, the preferred name may be incorporated and should be used in the salutation. Example: For a GA with primary/legal name “John Smith” and preferred name “Jack Smith”, the name/address block may show either “John Smith” or “John (Jack) Smith” and the salutation should be “Dear Jack”.
* Offer letters must be fully executed (signed by all parties) in order to be processed by payroll.
* If an offer letter supersedes an existing offer letter, the letter must state, “This is a revised letter superseding the offer dated [DATE].”
* If the contingency level language is included for an incoming or current doctoral, the department will need to process a pay level increase transaction once eligibility for the higher level has been confirmed. As a reminder, a GA enrolled solely in a master’s program is paid at the Level 1 stipend rate; Levels 2 and 3 are only available to active doctoral students.

**Some Considerations When Hiring:**

Is the graduate student eligible to be appointed as a GA?

* Per the [Graduate Catalog](https://catalog.uconn.edu/graduate/assistantships-fellowships-aid/), to be appointed or reappointed as a GA, a student must be a matriculated graduate student eligible to register on a GRAD career, have been accorded regular (not provisional) status, must be enrolled in a program scheduled to extend through the entire period of appointment or reappointment, and must be registered for a minimum of 6 credits.

Will the GA be located in CT for the duration of their appointment?

* In exceptional circumstances, a GA may be approved to perform their GA duties while working remotely and residing outside of the State of Connecticut. If considering such an arrangement for all or part of an appointment, the department, not the GA, must seek approval from the TGS at [graduatedean@uconn.edu](mailto:graduatedean@uconn.edu) before making an offer, as there may be implications for the GA and/or the University, including but not limited to those related to taxes and export control.

Is the graduate student’s academic home department different than the hiring department?

* Graduate Assistantship payroll authorizations are typically processed by the student’s academic home department. If you are hiring a student from another academic department, contact the academic home department **before** issuing an offer letter to be sure there are no limitations in offering a GA appointment.

Will the graduate student also be engaged in an internship or CPT?

* Graduate students who are performing an internship, including Curricular Practical Training (CPT), must obtain [supplemental employment approval](https://grad.uconn.edu/faculty-staff-resources/graduate-assistantships/while-gas-are-currently-here/) in order to hold both an internship and GA appointment concurrently.

Departments may find detailed information and resources to assist in assistantship administration here: <https://grad.uconn.edu/staff/assistantship-information/> and here: <https://payroll.uconn.edu/graduate/>.

Information above the asterisks is for instructional purposes only and should not be included in the offer letter.

**\*\*\*\*\*\***

**DATE**

**NOTE: OFFER LETTERS MUST INCLUDE THE LEGAL NAME EXACTLY AS IT APPEARS IN CORE-CT. IF THE GA HAS A PREFERRED NAME, PLEASE SEE THE GUIDANCE ABOVE ON HOW TO PROCEEED.**

**GA’S LEGAL NAME &**

**MAILING ADDRESS**

Dear **NAME/PREFERRED NAME**:

I am pleased to offer you an appointment as a Graduate Assistant (“GA”) at the University of Connecticut. This appointment includes in-person, on-campus responsibilities and is contingent on your ability to arrive to campus by the start date and remain through the end date of your appointment. The information below provides an overview of your appointment terms.

|  |  |
| --- | --- |
| Academic home department | Click or tab here to enter text. |
| Hiring department/unit | Click or tab here to enter text. |
| Building location (if applicable) | Click or tab here to enter text. |
| New or continuing appointment | Choose an item. |
| Start date | Type the date or use the down arrow to access a calendar |
| End date | Type the date or use the down arrow to access a calendar |
| Appointment responsibilities:  (Teaching, research, or teaching/research combination) | Choose an item. |
| If teaching or teaching/research, will the position potentially involve instructional contact duties for which the GA must satisfy UConn’s English Proficiency Policy for TAs described below? | Choose an item. |
| FTE (Full-time equivalent) | Choose an item. |
| Hours per week | Choose an item. |
| Stipend level | Choose an item. |
| Stipend amount | $Click or tab here to enter text. |
| GA supervisor | Click or tab here to enter text. |
| Onboarding resources | <https://grad.uconn.edu/assistantships/> |
| Deadline to accept or decline this offer | Type the date or use the down arrow to access a calendar |
| Union info | <http://www.uconngradunion.org/> |
| Departmental contact (name and email) for any questions | Click or tab here to enter text. |

The stipend for this position as listed above is payable in biweekly installments. You will receive the first of your biweekly stipend payments at the close of the pay period in which you are hired, contingent upon all required documentation being in place.  We advise that you plan with this state-regulated schedule, which may be found under “Pay Schedule” on Payroll’s website (<https://payroll.uconn.edu/graduate/>), in mind. Please note, this appointment letter does not include summer or winter intersession appointments, which do not carry a tuition waiver.

**FOR ACADEMIC YEAR OFFERS WHERE THE FTE WILL CHANGE BETWEEN SEMESTERS (e.g., 10 hours in fall and 20 hours in spring. Note: A SmartHR transaction will be required for each FTE); DELETE IF NOT APPLICABLE:** From **DATE** to **DATE**, the stipend for this position for **NUMBER OF HOURS** hours per week is **STIPEND AMOUNT**. From **DATE** to **DATE**, the stipend for this position for **NUMBER OF HOURS** hours per week is **STIPEND AMOUNT**. The total stipend for the **SEMESTER OR ACADEMIC YEAR** for this position will be **STIPEND AMOUNT**.

**INCOMING DOCTORAL STUDENTS: INCLUDE THIS PARAGRAPH AS APPLICABLE OR DELETE:** Compensation at the Level 2 stipend rate of **STIPEND AMOUNT** is conditional upon admission to a doctoral program and the submission of the final transcript which reflects the successful completion of the master’s degree program prior to the start date of the appointment to the University of Connecticut Graduate Admissions team ([gradadmissions@uconn.edu](mailto:gradadmissions@uconn.edu)). Until such time, compensation will be at the Level 1 stipend rate of **STIPEND AMOUNT**.

**CURRENT DOCTORAL STUDENTS: INCLUDE THIS PARAGRAPH AS APPLICABLE OR DELETE:** Compensation at the Level 2 stipend rate of **STIPEND AMOUNT** is conditional upon active status in a doctoral program and successfully earning 30 credits of graduate-level coursework prior to the start date of the appointment. Until such time, compensation will be at the Level 1 stipend rate of **STIPEND AMOUNT**.

**CURRENT DOCTORAL STUDENTS: INCLUDE THIS PARAGRAPH AS APPLICABLE OR DELETE:** Compensation at the Level 3 stipend rate of **STIPEND AMOUNT** is conditional upon active status in a doctoral program and the successful passing of all parts of the General Exam and submission of the completed [Report on the General Examination for the Doctoral Degree form](https://registrar.uconn.edu/forms/) to the Office of the Registrar’s Degree Audit team ([degreeaudit@uconn.edu](mailto:degreeaudit@uconn.edu)) prior to the start date of the appointment. Until such time, compensation will be at the Level **X** stipend rate of **STIPEND AMOUNT**.

Stipend rates for GAs are based on levels that reflect progress toward the advanced degree and experience. Rates and level descriptions may be found under “Stipend Listings” on Payroll’s website (<https://payroll.uconn.edu/graduate/>).

Your appointment is contingent upon your full-time student registration, which for graduate students with a GA appointment is 6 credits or more. It is recommended when possible that you enroll by August 1 for the fall semester and by December 15 for the spring semester to ensure your classes will not be canceled due to low enrollment and to ensure continuity of services when applicable. You are required to be registered in 6 credits or more prior to the start date of your appointment each semester. This appointment is also contingent upon meeting the qualifications required of the position at the start of the appointment, including acceptance of an approved I-9 (Employment Eligibility Verification Form) and proof of English proficiency for those with instructional duties.

Please be aware that UConn’s English Proficiency Policy for TA’s (<https://ita.uconn.edu/english-proficiency-policy-for-ita/>) is separate from the English proficiency requirement for admission. Even if proof of proficiency was waived for purposes of admission, proof of proficiency is required for those who will be assigned instructional duties as part of their graduate assistantship. Classroom instructional duties require a higher level of English proficiency to ensure the TA can facilitate the understanding of complex topics to undergraduate students who are non-experts in the subject matter. It is the GA’s responsibility to review the policy and testing procedures and, if applicable, either submit proof of English proficiency or register for an assessment in a timely manner. More information about how to do so is provided by International Teaching Assistant Services (<https://ita.uconn.edu/>). If the Department does not receive proof of English proficiency by the start date of the appointment, the Department has the right to rescind the offer.

GAs are required to complete all University-mandated trainings as assigned, including Sexual Harassment Prevention, Diversity Awareness, and annual Compliance Training. Before beginning GA duties with potential safety hazards, you must successfully complete the required EHS employee safety training. For more information visit the following website: <https://ehs.uconn.edu/employees/new-uconn-employees/>.

Your supervising faculty member will arrange your schedule with you. We see this appointment as a complement to your progress toward your graduate degree. Unless you hear otherwise, your assistantship will end on the end date listed above. Most continuing GAs are notified of a renewal by June 1 prior to a fall semester or academic year appointment and 60 days prior to the start of a spring semester appointment. GA renewals are typically subject to the continued availability of funds, departmental needs and policies, satisfactory progress in your degree program, satisfactory job performance, and eligibility as provided in the Graduate Catalog.

If you are enrolled in a tuition-based program, your appointment carries a tuition waiver for the duration of the appointment. If you are enrolled in a fee-based program, you are charged academic program fees, not tuition; therefore, a tuition waiver is not applicable and your appointment does not provide a waiver of academic program fees. A list of fee-based programs can be found on the Office of the Bursar’s website (<https://bursar.uconn.edu/tuition-fees/graduate/2024-2025/>, see “List of Fee-Based Programs”). For tuition-based programs, while tuition will be waived, you will be responsible for paying university fees at the negotiated rate. For fee-based programs, there is no available waiver for any part of the academic program fee, and you will be responsible for paying university fees at the negotiated rate. You have the option of enrolling in GA payroll deductions to pay your term fees, so long as you select that option before the tenth day of each academic term. Visit <https://bursar.uconn.edu/tuition-fees/graduate/graduate-assistants/> to view instructions on enrolling in GA payroll deductions and contact the Office of the Bursar with any questions.

If you expect that your arrival on campus will be delayed beyond the starting date of your appointment, you must notify and seek approval from your supervisor and The Graduate School as soon as possible, and there may be implications that include a pro-rated decrease in the amount of the tuition waiver, or your assistantship may be cancelled.

It is a requirement of the University that all full-time students maintain health insurance coverage. As a benefit associated with your employment as a Graduate Assistant, the University provides an opportunity to purchase, or continue to purchase, subsidized health insurance under the Connecticut Partnership Plan. Information about the medical and dental insurance plan, as well as other optional benefits you may purchase, and specific dates of open enrollment, is available at the following website: <https://hr.uconn.edu/health-benefits/>. Additionally, as a GA, you are entitled to the reimbursement of verified repatriation insurance premiums.

**Critical information about health and dental benefits for new Graduate Assistants:**

* **Eligible participants must take action within 31 days of their appointment start date to submit their election to either enroll in or waive coverage.**
* **Late enrollees may enroll during the Open Enrollment Period held in August each year (dates vary per year: notifications will be sent via email from Human Resources) for a September 1 effective date or within 31 days of a qualifying life event.**

Other rights and terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW).  A copy of the collective bargaining agreement as well as contact information and other informational materials, including how to become a member of the union, may be found on the GEU-UAW Local 6950 Website at: <http://www.uconngradunion.org/>.

By accepting this appointment, you are authorizing the University to disclose Employment Information that might otherwise be covered by the Federal Educational Rights and Privacy Act to the GEU-UAW. Employment Information is limited to your full name, employee identification number, appointment start and end date, job title, appointment type (teaching, research, or teaching/research combination), percent appointment level, pay step, biweekly stipend, work department or hiring unit, work location, and name of department head.

**INCLUDE THIS PARAGRAPH AS APPLICABLE OR DELETE: REQUIRED LANGUAGE FOR FALL SEMESTER INCOMING STUDENTS:** UConn supports the Council of Graduate Schools’ (CGS) “April 15 Resolution”: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution>. In accordance with the Council of Graduate Schools’ Resolution, you may consider other offers of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) until the April 15 deadline. Students are expected to honor their acceptance of financial support. Likewise, the University will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to the April 15 deadline, please inform us in writing as soon as you have decided so that we may extend offers to other prospective students if possible.

**INCLUDE THIS PARAGRAPH AS APPLICABLE FOR INCOMING STUDENTS OR DELETE:** In addition to the conditions set forth in this letter and other applicable rules and policies, this offer for a GA position is contingent upon The Graduate School’s final review and acceptance of your application as a matriculated graduate student accorded regular (not provisional) status at the University of Connecticut.

The work you will be doing is in accordance with your academic plan and may become associated with your thesis or dissertation, so it will be to your advantage to invest significant effort.

Please indicate your acceptance of the offer by signing below and returning one copy of this letter to the departmental contact listed above no later than the stated deadline. An electronic copy of the signed offer is acceptable. However, please note that should you return your offer letter after this date and it is accepted, it is possible that your first paycheck may be delayed. It is recommended that you keep a copy of this letter for your records.

If you accept this offer for a GA position, you should expect to receive a Supplemental Description of Duties (SDD), which details the duties of the appointment for each semester in which you are appointed. The University shall make every reasonable effort to provide such documentation at least 30 calendar days prior to the first day each academic semester and no later than the first day of the semester. You will be given at least 24 hours to review the SDD and raise concerns, including for any revisions. If you do not receive a SDD, please contact the GA supervisor or departmental contact listed above.

Should you have any questions regarding your appointment, please feel free to contact the GA supervisor or departmental contact listed above. The GA should notify the University of any errors in the offer letter as soon as possible by reaching out to the departmental contact listed above. The Graduate Assistant Onboarding webpagefoundat<https://grad.uconn.edu/assistantships/> includes helpful resources and action items that will help you successfully transition into your assistantship.

Sincerely,

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Department Head Signature Academic Advisor Signature **[Only required if the GA is being appointed in a non-academic unit; delete if not applicable]**

I accept this Graduate Assistantship appointment under the terms described above.

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GA Signature Date

I acknowledge that if I fail to arrive in the United States prior to the start of my appointment or depart prior to the end date of my appointment without permission from my supervisor, the terms and conditions of my employment could be impacted accordingly.

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GA Signature Date

*Template updated: January 2025*