



# MISSISSIPPI STATE UNIVERSITY™

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Dear Name: \_\_\_\_\_

MSU ID#: \_\_\_\_\_

I am pleased to offer you a graduate (choose one and indicate teaching level) teaching or service assistantship position in the department of \_\_\_\_\_ at Mississippi State University, beginning on Date and ending on Date subject to satisfactory performance. You will receive a monthly stipend of Amount, not to exceed a total of Amount for this period of employment. In addition to the above monthly stipend, the University will provide an exemption of approximately 71% of the assessed tuition. An exemption of 100% of the nonresident tuition assessment will be provided if you are not classified as a resident of Mississippi. You will be responsible for payment of the remaining balance of assessed tuition and required fees. Under the current tuition schedule, this balance usually falls between \$1,292.00 - \$1,350.00 during fall and spring terms or \$143.00 - \$150.00 per credit hour during the summer term. (The tuition schedule is subject to change).

This award is contingent upon the availability of funds, your being a United States citizen or having lawful authorization to work in the United States. This offer may be withdrawn if you are not authorized to work at Mississippi State University by the beginning date indicated above. International students with a J-1 visa status must provide this office with a letter of eligibility from the MSU Office of International Services. This letter of offer is not a contract or an offer of a contract.

To hold an assistantship, you must be a fully admitted graduate student in good standing (not provisional) and maintain a full-time enrollment status. Renewal of the award is based upon the availability of funds, and on continued satisfactory performance in your assigned duties and your academic program. In addition, you are expected to comply with all federal and state laws, all policies of the Board of Trustees of State Institutions of Higher Learning, and all University policies. You must have an assigned Social Security number to be placed on the University's payroll. Please review the information at <http://www.ssa.gov/online/ss-5.html> for instructions and the required application form for obtaining the Social Security card.

Graduate Teaching Assistants (GTAs) must attend the Teaching Assistant Workshop, held each year prior to both the fall and spring semesters, to obtain the level of certification (TA1, TA2, TA3) corresponding to the duties/responsibilities of the teaching assistantship appointment. An additional teaching workshop required for international students is held prior to the fall semester. The dates and location for both workshops are accessible online by visiting <http://www.grad.msstate.edu/workshop/>.

As a graduate assistant, you will be required to perform duties equivalent to a maximum of 20 hours per week. Supervisor's Name, Bldg & Room, Office Phone, will provide specific instructions regarding your duties and the basis for evaluating your performance. To facilitate planning and scheduling of your duties, please provide your class schedule and other available times for work. If you are unable to perform the required duties or do not complete these in a satisfactory manner, your assistantship and/or stipend may be adjusted or terminated immediately. Any tuition exemption awarded with the assistantship will be voided and rescinded if, at any time, all the eligibility requirements outlined in the Graduate Assistant Handbook are not met. This includes maintaining the minimum enrollment hours required by this appointment. Any change in eligibility, academic status, or employment status after the exemption is processed can result in a reduced or voided exemption regardless of the date that such changes occur during the term. Should this award be terminated prior to the specified ending date, your duties, stipend and the exemption will cease, and you will be required to pay back a prorated portion of the previously applied tuition exemption.

You may indicate your acceptance or rejection of this offer by checking the appropriate response below and signing your name at the bottom of this letter. The letter should be returned to this office by Date. We look forward to you joining our department. You have our best wishes for a rewarding graduate experience at Mississippi State University.

Sincerely,

Department Head/Graduate Coordinator  
Unit

ACCEPT OFFER:       REJECT OFFER:

Offer Accepted: I accept this award and understand the requirements as stated above. If funding for this position is through a grant or contract, I agree to allow the sponsoring agency access to my employment records as it is relevant to the review or audit of the project. I also understand that my employment is contingent upon the availability of funds.

I am  or am not  actively contributing to the Public Employees' Retirement System at this time.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Current Street Address)

\_\_\_\_\_  
(Current Telephone Number)

\_\_\_\_\_  
(City, State & Zip)

\_\_\_\_\_  
(Current Email Address)

CC: Human Resources Management