

Dear _____ :

The _____ is pleased to offer you a Graduate Assistantship at the University of New Orleans for the _____ year. The appointment carries a salary in the amount of _____.

Your appointment will be for a _____ month period beginning on _____. Please be aware that the renewal of your Graduate Assistantship beyond the present term of appointment is not automatic or guaranteed, but shall depend on a number of factors, including the fiscal stature of the University and your compliance to the conditions of your employment. Refer to the enclosed **Graduate Assistant Rights & Responsibilities** form and the **Job Description** form for the conditions of your employment. Failure to meet the established conditions of your employment will result in the immediate termination of the Assistantship. The Assistantship does not carry fringe benefits from the University.

During your employment as a Graduate Assistant, you will receive a tuition exemption and the non-resident fee will be waived. You are responsible for paying any other fees (technology, registration, etc) assessed to you. Should you resign or be terminated from the University, you will be held accountable for all tuition and fees.

Among the conditions of employment by the LSU System are the execution of a **Loyalty Oath form** (enclosed) pledging support to the University of New Orleans and Federal and State Constitutions. Federal immigration laws require the University to establish both the identity and the employment eligibility of every employee hired. Accordingly, you will be expected to complete a **Form I-9** (along with acceptable documentation) before beginning your employment. The University of New Orleans adheres to the national guidelines instituted by the Council of Graduate Schools and therefore must include a copy of the **Council of Graduate Schools Resolution** as a part of this offer.

We hope you will decide to expand your graduate education by accepting this offer. If you wish to accept, please sign this letter and the accompanying forms, keep a copy for yourself, and return them to me by _____.

Sincerely,

I accept the Graduate Assistantship and its terms offered to me in this letter.

Signature of Applicant

Date

Enclosures (to be returned with this letter):

Application, Job Description, Loyalty Oath, CGS Resolution, and Rights & Responsibilities form
Note: Two original letters of recommendation are also required.