EMAIL

Please carefully review and change/update/remove information found in RED to fit your appointments

Date

Applicant Name

Applicant Street Address

City, State, Zip

Country

Dear Mr./Ms. Student Name:

Congratulations! We are pleased to inform you that we have recommended you to the Graduate School for admission into the Degree/Program for the 2023-2024 academic year, beginning in August 2023. You will receive an official admissions certificate and additional details from the WSU Graduate School in the very near future. **In addition, we would like to congratulate you for being named a Graduate Diversity Assistantship Pathway Program (GDAPP) Scholar!** The offer below includes the additional $10,000 per year for two years awarded by the Graduate School to supplement the standard assistantship salary (Step XX) provided by the Degree/program.

As a GDAPP scholar, we are providing you an estimated total of $XX,XXX.XX (sum of all bullets below) in financial support, guaranteed for two years, to pursue your degree beginning in Fall 2023, contingent upon official admission. The details of your assistantship for AY2023-2024 and AY2024-2025 are as follows:

* Salary: Step XX $XX,XXX.XX ($X,XXX.XX/month)
* 2023-2024 Health Insurance: Estimated at $2,543.00 (available for 0.50 FTE appointments only)
* 2023-2024 Resident Tuition Waiver: Estimated at $11,997.00 ($5,998.50 per semester)
* 2023-2024 Non-Resident Tuition Waiver, if applicable: Estimated at $14,797.00 ($7,398.50 per semester).

If Applicable- Summer wages will also be provided at a monthly amount equivalent to Step XX (estimated at $X,XXX.00/month May 16-Aug 15).

Beginning year 3 (AY2025-2026), your salary will revert to the program’s standard base pay of Step XX $XX,XXX.00/AY ($X,XXX.00/month). The offer will renew each year as outlined above, contingent upon your satisfactory academic and research progress in the program and availability of resources.

Your appointment is with Program/Department and will begin on August 16, 2023. This will be a half-time appointment for the fall 2023 and spring 2024 semesters and requires twenty (20) hours of service per week, in addition to your coursework. To maintain this assistantship, you must be enrolled for the entire semester at a minimum of 10 credits.

Please accept or decline this assistantship by indicating your decision below, then signing and returning a copy of this letter as soon as possible (electronical submission is preferred, but hard copy sent by standard mail is acceptable). Failure to respond by **April 15, 2023** will result in this offer being withdrawn.

We hope that you decide to accept this offer and join the Program Name at WSU! Please contact me if you have any questions regarding this offer. I look forward to hearing from you soon.

Sincerely,

Name

Chair/Director

Address

Telephone numbers

**Acceptance of Financial Support**

Washington State University subscribes to the following Resolution of the Council of Graduate Schools in the United States regarding scholars, fellows, trainees, and graduate assistants:

* Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both the student and graduate program expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.
* Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution.
* In those instances, in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student 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 the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.
* It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

**Contingency.** This assistantship offer is contingent upon:

* Remaining enrolled full time (a minimum of 10 credits) during the period of your appointment.
* Maintaining a 3.0 cumulative GPA during the period of your appointment.
* Progress towards your degree remains satisfactory as determined by your academic home department.
* Meet all attestation and training requirements detailed on the next page.
* Maintaining satisfactory progress in fulfilling assistantship service requirements and duties
* The availability of departmental funds.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, accept this offer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Printed Name Signature Date

**Assistantship**

Your position description and duties assigned will be provided by your supervisor on the first day of your appointment.

Assistantships are considered taxable income, and federal income tax will be deducted from your paycheck. Important information about the assistantship includes the following:

* ***Residency requirement and tuition waiver:***The assistantship appointment will exempt you from paying in-state tuition **if you live in Washington State** during your enrollment at WSU. We also will provide you with an out-of-state tuition waiver during your first year of studies if you are not a resident of Washington State. However, the out-of-state tuition waiver cannot be guaranteed beyond one year. If you are not a resident of Washington State, you must begin the process now to establish state residency

Please see <http://www.gradschool.wsu.edu/FutureStudents/StudentLife/Residency.aspx>). Students who have not established Washington State residency by the one-year limit will be required to pay out-of-state tuition, even if they have an assistantship. International students are not eligible to become residents.

* ***Residual fee:*** All students on an assistantship are required to pay the residual fees/student charges (i.e., charges not covered by the tuition waiver). Please see the [Student Charges](https://gradschool.wsu.edu/documents/2015/08/tuition-waiver-info.pdf/) for Graduate students. Graduate assistants may choose to enroll in [Payroll Services](http://payroll.wsu.edu) [Graduate Student Payroll Deduction](http://www.wsu.edu/payroll/stntpay/gradpayded.htm) (<https://payroll.wsu.edu/graduate-student-payroll-deduction/>) plan to have these fees automatically deducted from their paycheck over eight (8) pay cycles each semester. Students must sign up for Graduate Student Payroll Deduction each semester.
* ***Required trainings***

*These trainings must be completed to be eligible for an assistantship. You can complete these trainings online before your first* *semester, once your appointment paperwork has been processed.*

* + ***Responsible Conduct of Research (RCR) Training:***The Graduate School requires all graduate students on an assistantship to complete the web-based Responsible Conduct of Research Training (see <https://orso.wsu.edu/citi-training-resources/> ). The current requirement is for the Collaborative Institutional Training Initiative RCR. Contact your graduate coordinator to determine which modules are appropriate for your course of study. When you complete the training, please notify your graduate program coordinator.
  + **Discrimination, Sexual Harassment, and Sexual Misconduct Prevention (DSHP) training:** This training is mandatory for all WSU employees, including graduate students on assistantship. This training is offered online through the WSU Human Resource Services at (http://hrs.wsu.edu/dshp).
  + **Cyber Security Awareness training:** In accordance with the goals of WSU executive Policy 37 (EP37), graduate students are required to complete the training within six months of the date of hire and complete the training annually thereafter. Visit Human Resource Service’s Skillsoft Percipio to complete cyber security awareness training.
  + **Hazing Prevention Training** must be completed within the first six months of employment.
* **Attestations**
  + **Sexual Misconduct Statement (SMS):** The Graduate School requires that, to comply with state of Washington law (RCW 28B.112), any student desiring to be considered for an assistantship must declare whether the student is the subject of any sustained findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant’s current or past employers. The SMS form will be sent to graduate students after they have accepted an offer of admission.
* ***Health insurance:***The Graduate Student Medical and Dental Insurance Plan is provided to graduate student assistants as a benefit. It is designed to help you pay a portion of the medical and dental expenses you may incur (see <https://cougarhealth.wsu.edu/billing-and-insurance/student-insurance/graduate-student-assistant-insurance/> for plan benefits, claims and card information). Students on appointment for the academic year and/or spring semester will be automatically covered throughout the summer. The comprehensive health insurance program offers spouse and dependent coverage at an additional cost to you if you choose these options.
* ***Payroll:*** WSU employees are paid on a semimonthly lagged payroll system. This means that for the pay period 16-31, you will be paid on the 10th of the next month (example: for *August 16-31* you would be paid on *September 10th*). For the pay period 1-15, you will be paid on the 25th of that current month (example: for *September 1-15*, you would be paid on *September 25th)*.

For international students:

* ***Social Security Card:*** Students are required to check-in with the Office of International Programs *prior* to applying for a Social Security Card. For immigration reasons, a student must check-in with the Office of International Programs and present an employment letter endorsed by the Office of International Programs staff to be eligible for a Social Security Card. If a student applies for a Social Security Card prior to completing check-in, his/her Social Security Card the process will be delayed. For more information please visit <https://ip.wsu.edu/on-campus/studentservices/>
* ***Teaching Assistantship ITA Examination Requirement:*** International graduate students whose native language is not English are required to take an English proficiency examination (the ITA Evaluation) before receiving a teaching assistantship. Departments should schedule examinations with the Intensive American Language Center before the appointment effective date. A faculty member from the requesting department is required to accompany the student to the ITA exam. For more info. visit the International Teaching Assistants Exams link at <https://ip.wsu.edu/learn-english/teaching-assistant-evaluations/>.

Additional information about the program can be found at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.