

Date

Candidate Name

Candidate Address

Candidate Address

Dear *Candidate*,

On behalf of the *Department/Academic Unit Name* in the College of Arts and Sciences, I am pleased to offer you a position for the *20XX* academic year as a graduate *teaching/research/instructional* assistant in the *Department/Academic Unit Name*.

Assistantships support our instructional and research missions. Your initial appointment will begin on *date* and will end on *date*. As a *full-time/part-time* graduate *teaching/research/instructional* assistant, you will be required to work *20 for full-time/10-19 for part-time* hours per week during the appointment period. Your assistantship responsibilities will consist of *summary of responsibilities (lab sections, lectures, etc)*. Your assistantship supervisor, *Name of Assistantship Supervisor,* will arrange your schedule with you. Graduate assistant appointments within the *Department/Academic Unit Name* are for a full academic year and are renewed on a semester basis. Continuation of the assistantship is contingent upon satisfactory academic progress and availability of funds.

You will be compensated on a semi-monthly basis with a salary of *$\_\_\_\_\_\_\_* for the academic year*.* Please note that the University operates on a pay lag. Your first paycheck will be issued two weeks after the end of your first pay period, roughly one month after your appointment begins. University employees are typically paid on the 15th and the last day of each month.

In addition to and independent from your compensation, a tuition supplement to cover up to *XX* credit hours will be applied to your tuition bill per year. *[If you are admitting non-resident students, also include the following sentence: university policy (ACAF 4.00: Graduate Assistantships) makes you eligible for in-state tuition rates due to your graduate assistant status.]* Tuition supplements are non-refundable or transferable and can only be used for enrolled credit hours. You are responsible for payment of any residual tuition amount or fees. Please note that tuition and fees are subject to change as determined by the Board of Trustees in late June of each year.

Your appointment is dependent upon your acceptance and enrollment in a University of South Carolina-Columbia academic program and on the Graduate School's receipt of official final transcripts indicating degree completion, and, if applicable, official GRE and TOEFL scores from ETS. Based upon Graduate School guidelines, you must be enrolled in at least six hours of graduate credit each semester (unless approved for Z status) to retain your graduate assistant status.

Graduate students are also required to maintain health insurance while enrolled, which is different from the mandatory University health center fee described below. If you are able to prove that you have your own insurance (for example, you may be covered under your family’s plan), you can waive out of the University insurance. Otherwise, you will need to purchase the Student Health Insurance Plan. Payment can be made in full at the beginning of the semester or be deducted from each paycheck. Please navigate to <https://sc.edu/about/offices_and_divisions/student_health_services/insurance-payments/required-health-insurance/index.php> for additional information about the university's Student Health Insurance Plan.

All graduate students are responsible for paying certain university fees, which provide you access to the University health center, gym, and campus technology services. These fees are not covered by the assistantship offered by the department. Current tuition and fee information can be found online at <https://www.sc.edu/study/colleges_schools/graduate_school/paying_for_graduate_school/index.php>. Fees can be paid in full prior to the beginning of the semester. Payment plans can also be arranged (please see <https://sc.edu/about/offices_and_divisions/bursar/my_bill/how_to_pay/index.php>).

Most importantly, this assistantship will provide you many opportunities to learn and grow both personally and professionally. All graduate students in a teaching or instructional role are required to attend the University TA Training Program prior to the start of the fall semester (see <http://gradschool.sc.edu/students/ta.asp?page=ta>) and enroll in GRAD 701 during the Fall *20XX* semester.

*[For international students only, also include the following: All international graduate students must attend the International Teaching Assistant training workshop (see* [*http://www.epi.sc.edu/ita-workshop-and-assessment*](http://www.epi.sc.edu/ita-workshop-and-assessment)*) and receive a satisfactory evaluation of their spoken English skills by the Graduate School to be eligible for an appointment as a teaching/instructional assistant.]*

If you have any questions about your appointment, please contact *Name of Departmental Contact.*

You were selected for admission from a pool of very talented applicants, and we hope that you choose to join us at UofSC. The official deadline for a response to this offer of admission is April 15th. However, we ask that you inform us as soon as possible of your decision so that we may reduce the uncertainty for applicants on a waiting list for potential funding. Please indicate your intention to accept this offer by signing below and returning this letter to me by April 15th. In accordance with the Council of Graduate Schools’ (CGS) resolution (<http://cgsnet.org/april-15-resolution>), you may consider other offers of financial support until the April 15 deadline.

Once again, we offer our congratulations on your acceptance into our program and on your achievements to date. Please feel free to reach out to me if you have any questions.

Sincerely,

Name

Title

I accept this graduate assistantship offer subject to the terms stated above:

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Signature Date

cc: Hanno zur Loye, Associate Dean for Research and Graduate Education

 *Department Chair (if not author)*

 *Graduate Director (if not author)*

 *Assistantship Supervisor*