

Dear _____:

Congratulations! You have been selected to receive a 50% full-time equivalent (FTE) _____ effective _____ until _____.

The position provides an income of \$_____ per academic year, waives the non-resident waiver & tuition. You must be enrolled as a full-time student, which is at least 9 credit hours per academic semester, in order to meet the minimum requirements.

Summer support may be available through participation in a funded research project.

This is defined as 6 credit hours during the summer, either 3 hours in summer session 1 and summer session 2 or 6 credit hours in the 10 week session. This support will add to the above annual income and is usually arranged with a faculty member during the academic year.

You must provide us with the following documents prior to the start of your appointment:

1. Documents that verify your identity and eligibility to be employed in the U.S. These documents are outlined on the attached sheet. The documents you submit will be used to complete the Immigration and Naturalization Services Form I-9. This form must be completed within three (3) working days of the beginning date of your employment. If you do not meet this requirement, your employment cannot continue.
2. The social security card is used to verify that earnings are reported under the correct name and social security number as required by the United States Internal Revenue Service. A copy of your social security card is required. No exceptions.
3. Texas A&M University requires direct deposit for all payroll earnings. You should bring with you one of the following:
 - a. A blank, voided personal check if your pay is to be deposited into your checking account, or
 - b. A document that indicates your savings account number and the routing number for your financial institution if you check is to be deposited into a savings account

The terms and conditions of our offer are listed in Attachment A. Please seriously consider this offer. We strongly feel that the financial support is highly competitive and can reasonably cover all the expenses while attending graduate school. Acceptance of this offer is contingent upon successful completion of a background check. This employment is considered at will employment. Should you decide to accept this offer, please respond by signing on the appropriate line on Attachment A and returning it to the ME payroll office within 3 business days. Should you decide to decline this offer, we would appreciate a similar notification together with your reasons to help us with.

Again, congratulations to you on being selected. Please feel free to contact me if you have any questions or need additional information. I look forward to your positive reply.

Sincerely,

Title

Attachments (2)

Attachment A Terms and Conditions

Attachment B I-9 document requirements

Attachment A

Terms and Conditions of Financial Aid for _____

1. You must be enrolled as a full-time student (at least 9 credit hour per academic semester) in the Department of Mechanical. Summer support is defined as 6 credit hours during the summer by taking 3 hours in summer session 1 and summer session 2 or 6 credit hours in the 10 week session
2. The position is renewed each semester provided that your teaching and research performance, and academic progress are satisfactory, maintaining a GPA of at least 3.0, and funds being available.
3. The stipend amounts during the fall and spring semesters are outlined in the offer letter. A 50% FTE requires a commitment of twenty (20) hours per week. * Summer rates are contingent upon continuation of appointment*
4. You must see the ME payroll office suite 100 as soon as you arrive on campus and have all appointment paperwork completed within 3 business days of date of hire as stated in the offer letter. Otherwise, your monthly stipend dollar amount will be decreased.

I accept your offer of graduate appointment that begins on August 21, 2007

I decline your offer for this reason:

Student Signature: _____

Date: _____

Student ID # _ _____

Faculty Signature: _____

Date: _____

Documents Required For Employment Eligibility Verification

As an employee, you must show documents that prove your identity and employment eligibility. This is required due to a federal law, Immigration Reform and Control Act of 1986 that went into effect November 6, 1986. The University hires only U.S. Citizens and lawfully authorized alien workers.

You must show the document(s) on your first day of employment. You must show one from List A **OR** one from List B **AND** one from List C.

LIST A – Proves both identity and employment eligibility

- _ United States Passport
- _ Certificate of United States Citizenship
- _ Certificate of Naturalization
- _ Unexpired foreign passport with attached Employment Authorization
- _ Alien Registration Card with photograph
- _ Temporary Resident Card
- _ Employment Authorization Card
- _ Unexpired Re-entry Permit
- _ Unexpired Refugee Travel Document
- _ Unexpired Employment Authorization Document issued by INS with photograph

LIST B – Proves identity

- _ State issued driver's license or I.D. card with a photograph or information including name, sex, date of birth, height, eye color and address
- _ Student I.D. with a photograph
- _ Voter's Registration Card
- _ U.S. Military Card or draft record
- _ Identification card issued by federal, state or local government or entity
- _ Military dependent's identification card
- _ U.S. Coast Guard Merchant Mariner Card
- _ Native American tribal document
- _ Driver's license issued by Canadian government authority

LIST C – Proves eligibility

- _ Social Security Card (other than a card stating it is not valid for employment) (can't be laminated)
- _ Birth Certificate issued by state, county or municipal authority bearing a seal or other certification
- _ Certificate of Birth issued by the U.S. Department of State
- _ Unexpired INS Employment Authorization
- _ Native American tribal document
- _ U.S. Citizen ID Card
- _ ID Card for use of Resident Citizen in the United States

This information will be used only to comply with the Immigration Law. The University will not knowingly and intentionally discriminate against an individual (other than an unauthorized alien) with respect to hiring on account of the individual's national origin; or the individual's citizenship status, in the case of a citizen or intending citizen.

If you have any questions or concerns regarding this information, please contact ME payroll office suite 100.