

# Graduate Assistantship Letter of Intent

IOWA STATE UNIVERSITY

GRADUATE COLLEGE

1137 Pearson Hall, (515) 294-4531

The following information constitutes conditions and terms of an offer made to you for the position described below. Iowa State University uses this information for the purpose of maintaining personnel files. No persons outside the university are routinely provided this information. The candidate accepting this offer may not revise or add any terms or conditions of the appointment without prior agreement. Revisions or additions will only be accepted if both parties initial and date each instance. If you accept the position, your signature is required.

## I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Address:

## II. APPOINTMENT INFORMATION:

Academic Home Department:

Master's

Doctoral

Position offered: TA (Teaching Assistant)

AA (Administrative Assistant)

RA (Research Assistant)

Responsibilities (A graduate assistant [RA, TA, AA] performs duties that contribute significantly to his/her graduate education.):

(Financial constraints and program changes may result in adjustment in specific responsibilities and/or sources of funds during the period of appointment.)

Length/Dates of appointment:

to

Fractional time (*minimum is 1/4*):

Monthly Stipend: \$ .

Hiring Department/Unit:

Authorized Signature:

Date:

## III. GRADUATE STUDENT SIGNATURE:

Appointee agrees to assign, and does hereby assign, intellectual property developed in the course of employment to Iowa State University when such intellectual property is owned by the University in accordance with University policies. Appointee further agrees to execute assignment documents necessary to secure intellectual property protection for University-owned intellectual property. University may direct that assignments be made to the Iowa State University Research Foundation. Appointee further understands that third parties may have intellectual property rights pursuant to a contract and grant, and agrees to assign, and does hereby assign, such intellectual property rights to Iowa State University so that it can comply with such commitments. Appointee agrees that University may assign its rights to such third parties and may direct appointee to sign appropriate documents in favor of third parties to comply with the terms of a grant or contract.

Students on restricted admission or academic probation may not be eligible for tuition scholarship benefits. The university may provide individual health insurance at no cost to you. To see eligibility and costs, visit the Student & Scholar Health Insurance Program webpage at: <http://sship.hr.iastate.edu/>. You may find additional information about other benefits, fees, reappointment, and termination on the Graduate College website. Iowa State University currently withholds income tax from stipends paid to all graduate assistants. The university also requires graduate assistants to be enrolled as students.

Graduate Assistantship are contingent upon: (a) the continuing availability of funds; (b) presentation of acceptable documentation showing identity and authorization to work in the United States; and (c) continued satisfactory performance of duties.

**I accept the position described above. Please sign and date below.**

Signature:

Date:

After signing, please return this form by:

to:

Address:

**OFFICE USE ONLY:**

Stipend Acct#

Sign:

Tuition Acct#

Sign:

Original letter of intent is kept in department file (scanned signature is acceptable). If appointment is not in student's academic home department, send copy to academic home dept. If applicable, provide copy to student and/or academic college. Please do not send a copy to the Graduate College.

IOWA STATE  
UNIVERSITY

