

Iowa State University Letter of Intent for Post Graduate Appointment (M-base)

IOWA STATE UNIVERSITY

GRADUATE COLLEGE

1137 Pearson Hall, (515) 294-4531

Post-graduate appointments (M-base) are allowed either for newly graduated Iowa State University master's or Ph.D. students or for ISU master's or Ph.D. students who have obtained a certification letter from the registrar, verifying that all degree requirements have been met. The intent is to allow such students to continue involvement in scholarly projects that students had pursued as graduate assistants up until degree completion. Post Graduate appointees need not be registered as students and are not provided benefits. Appointments may be initiated only within the first month after graduation or completion of all requirements for the degree. Maximum duration of Post Graduate appointments is three months and the maximum stipend is the maximum established for graduate assistantship appointments.

The following information constitutes the 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. If you accept the position, your signature is required.

I. STUDENT INFORMATION:

Student Name:

(Last)

(First)

(ISU ID#)

Address:

Academic Department:

Supervisor:

II. APPOINTMENT INFORMATION:

Length/Dates of appointment:

to

(max of 3 months)

Fractional time (minimum is 1/4):

Fund / Acct#:

Responsibilities:

Monthly Stipend: \$

Total Stipend: \$

Hiring Department/Unit:

Authorized Signature (Dept.):

Date:

Authorized Signature (Grad College):

Date:

III. STUDENT SIGNATURE:

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 (please sign on the line below).

Are you a citizen or permanent resident of the United States?

YES

NO

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

Student Signature:

Date:

After signing, please return this form by:

to:

Address:

Send original to Graduate College, 1137 Pearson Hall

Copy: Appointee

Department/Unit

Dean

