New Graduate Student Information

For Research Graduate Assistants, the offer letter will be valid for their academic term, either 9-month or 12-month. For Teaching/Grading Graduate Assistants, the offer letter is valid for one semester.

Student Name: _____

UARK ID: _____ **UARK Email:** _____

Type of Assistantship: ☐ **Research** ☐ **Teaching/Grading**

Stipend Amount: ☐ **Master's - $1465 per month** ☐ **Doctoral - $1860 per month**

Appointment: ☐ **9-month** ☐ **12-month**

Semester of Appointment: ☐ **Spring** ☐ **Summer** ☐ **Fall**

Please provide the Worktag #(what fund or grant) the student will be paid from:
NOTE: If the student will be paid from more than one Worktag, please provide all Worktags (including the percentages that need to be paid from each account).

_____

Worktag # where the tuition waiver will be paid: _____

How many hours of tuition will you be paying for the student each semester?

Fall: ☐ **3 hours** ☐ **6 hours** ☐ **9 hours** ☐ **12 hours**

Spring: ☐ **3 hours** ☐ **6 hours** ☐ **9 hours** ☐ **12 hours**

Summer: ☐ **3 hours** ☐ **6 hours** ☐ **9 hours** ☐ **12 hours**

Supervisor: _____

This section is for Administrative Use Only:

Position: _____ Requisition #:_____ Generate Offer Letter: _____

Ready for Hire:_____ Costing Allocation Entered: _____ Onboarding:_____

Completed: _____