**Fellowship Administered as Assistantship – Incoming Students- FY**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for a **Fiscal Year** (FY) Fellowship administered as an Assistantship for incoming students.

Offer Letter Process:

1. Select the appropriate offer letter template.
2. Input the department/college and award specific information highlighted grey.
3. Review items typed out in red to determine applicability to your offer. Remove items in red if they do not apply to the student’s situation.
4. Carefully add details specific your department, college, or program.
5. Do not remove information in the offer letter template, unless there is absolute certainty that the information does not apply to the student. Do not move or change information in the provided offer letter templates without running those changes by the Fellowship Office.
6. Review draft offer letter with appropriate leadership and finalize.
7. Review final offer letter with payroll or employment center, business manager or delegated approver. They will be reviewing specifically for appropriate FTE, salary and pay information.
8. Follow college or department procedures for capturing department & candidate signatures.
9. Refer to your department’s employment center and/or business office regarding the hiring process and adding graduate staff appointments.
10. Appropriate staff need to fill out an eForm 90 for all fellowships and fellowships administered as assistantships.
11. Appropriate staff need to fill out an eForm 80 for all graduate students who qualify for tuition remission.

Fiscal Year Start & End Dates (2024-25):

While fiscal year appointments technically begin and end with the actual dates of employment, most fiscal year appointments start in the Fall (8/12/2024) and end in summer (8/17/2025). We highly recommend sticking with the below start and end dates to follow academic periods and ensure continuity of funding coverage.

 Start & End Dates:

 8/12/2024 Fall Start

 12/20/2024 Fall End

 1/6/2025 Spring Start

 5/16/2025 Spring End

 5/19/2025 Summer Start

 8/18/2025 Summer End

Links:

Fiscal Year Payment Schedule: <https://www.purdue.edu/hr/workpurdue/grad/fygrad.php>

Graduate Student Tuition and Fees: <https://www.purdue.edu/treasurer/finance/bursar-office/>

Questions: Email fellowships@purdue.edu

[College/School/Dept. Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Dear [First Name]:

The [College/School/Department] is pleased to offer you the [Name of Fellowship] **Fellowship.** **Congratulations!** This highly competitive and prestigious award is given only to the most outstanding applicants to Purdue University. We hope you will accept our offer, and we look forward to having you join our graduate program. The details and benefits of the award are outlined in the following pages.

This [Name of Fellowship]includes a total of **[number of years] years** of financial support, including [one or two] year(s) of support from the Graduate School and [two or three] additional years of support from your graduate program. The [Name of Fellowship] **Fellowship** is being administered as **a half-time (0.5 FTE) fiscal year assistantship** which requires you to devote approximately 20 hours per week to your research under the supervision of your advisor.

The [Name of Fellowship] **Fellowship** is a fiscal year appointment and provides initial compensation and benefits for [Start Date] through [End Date] as follows:

* The base annual salary from the Graduate School is **$[annual salary amount]** for the fiscal year, paid biweekly.
* **[If applicable]** Supplemental salary of [Supplemental Salary Amount] from the [College/School/Department], paid bi-weekly.
* An annual medical insurance premium contribution which pays a portion of the Graduate Staff Insurance, the value of which is currently estimated at **$1,883.99 per year.** Purdue pays this portion directly to the insurance carrier which covers a portion of the total cost. You will be responsible to pay your portion, currently estimated at $59.14 per month, directly to the insurance carrier making those arrangements when you enroll.
* A graduate tuition remission, currently valued at **$35,650.00** annually, is provided to cover your tuition costs.
* The following fees are charged to graduate students at the beginning of each semester. Fees listed below are for the current academic year and are subject to change. This offer [WILL/WILL NOT-*pick one*] cover these fees.
	+ Student Fitness & Wellness Fee - $117.00 Fall, Spring; $58.50 Summer session
	+ Student Activity Fee - $20.00 Fall, Spring; $10.00 Summer session
	+ International Student Fee (if applicable) – $90.00/semester for Fall, Spring, Summer
	+ [IF APPLICABLE] College Differential Fee - [Differential Fee] Fall, Spring; [Differential Fee Summer Only] Summer session
* **[If Applicable]** List any other funding here (e.g scholarships).

Thus, your total award package from Purdue University is worth approximately [Total Package Value]which includes salary, supplemental salary [IF APPLICABLE], scholarships [IF APPLICABLE], and medical insurance premium contribution for a nonresident student for your first year tuition remission [IF APPLICABLE], and tuition remission. The amount of financial support for the remaining years of this fellowship will be set by your [College/School/Department] consistent with its established pay practices.

Purdue’s **Graduate Staff Employment Manual** and **Fellowship Manual** are located at: <https://www.purdue.edu/gradschool/faculty/publications.html>. In addition to the above-described compensation and benefits, Purdue’s Graduate School Employment Manual describes other policies and benefits applicable to your appointment. Your fellowship appointment is subject to the terms and conditions located in the Fellowship Manual and that are described in the enclosed document. Please read them carefully prior to indicating your acceptance of this offer.

If we can be of any assistance to you in answering questions pertaining to this offer, please do not hesitate to contact [Contact Person] in our graduate office at [Phone] or by email at [Email Address]. We look forward to welcoming you to Purdue in August.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

Cc: Business Office

**OPTIONAL REPLY [OR USE LAST PAGE OF TEMPLATE]**

I have read and understand this letter, including the “Fellowship Award Details” included with the letter, and I agree to the terms and conditions of this appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[First Name] [Last Name]*-Signature Date

**Purdue University Fellowship Award Details**

**Student: Last Name, First Name**

**Start Date:** [Start Date] **Offer date:** [Offer Date]

Please be aware that acceptance of this offer constitutes a formal agreement with Purdue University, which requires you to fulfill various conditions described in this document by the indicated dates.

**Award Guarantee:** This award is: (1) conditionally guaranteed for the period of time listed on page 1 of this offer letter while pursuing the degree program to which you were admitted, and (2) is subject to you maintaining satisfactory academic and scholarly performance.

**Award Conditions:** The following are the actions you need to take to receive all the benefits offered:

* **Officially submit your acceptance (previous page) to the address indicated by April 15, 2024.** We would appreciate your decision concerning the acceptance or rejection of our award as soon as you are able to give us a reply. However, Purdue University, as a signatory on the Council of Graduate School resolution, cannot ask for financial offer replies prior to April 15, 2024. Admission acceptance can occur at any time. For more information please go to: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>
* Meet all Graduate School and admitting program conditions of admission.
* Arrive on campus by the start date listed above and participate in any required student orientations.
* This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. All employees working in the United States are required to complete the *Form I-9, Employment Eligibility Verification.*Section 1 of the Form I-9 must be completed ***prior*** to your hire date. Section 2 of the Form I-9 requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) in person and must be completed **no later than your third business day of employment**. **Failure to complete this federally required document within three business days of your hire date will result in termination of your employment.**
* Prior to your hire date, you will receive an email titled “Welcome Letter*”*from *Purdue HR*, which will include a link to complete some of your onboarding documents electronically, including the Section 1 of the Form I-9.
* Follow the instructions from your Welcome Letter to complete Section 2 of the Form I-9, which must be done in person.
* You must either schedule an appointment with your [Employment (Payroll) Center](https://www.purdue.edu/hr/paytimepractices/paycenter.php), or, if it is determined that you will not be near a Purdue University campus by your third day of employment, follow instructions to complete the Remote Form I-9 process.
* Set up a US bank account and record it through your account in both myPurdue and OnePurdue.
* Be enrolled and maintain status as a full-time Ph.D.-track student in the degree-granting graduate program at Purdue to which you were admitted. You will not receive funding for any month in which you are not registered and enrolled as a full-time student in a Ph.D.-track program.
* Maintain a minimum 3.0 GPA or at your department’s minimum GPA, if higher. Fulfill all academic milestones as outlined by this program.
* Report all other financial awards, such as NSF, NDSEG, SMART, NIH, etc., to your graduate administrator. This award cannot be held simultaneously with any other award providing full support.
* Adhere to all applicable university policies and maintain ethical behavior regarding all academic practices and work performed.
* Graduate students funded through fellowship administered as an assistantship are expected to fulfill all the responsibilities and requirements outlined in the *Purdue University Graduate School Fellowship Manual*.
* Students are presumed to have received/read all University e-mail sent to their official Purdue University e-mail account.

**Additional Financial & Health Insurance Details:**

* Any changes to your appointment, including changes to your salary, must be in writing.
* Initial and final biweekly payments will be prorated based on the number of days worked during the pay period. View the biweekly pay periods and use the pay estimator at <https://purdue.edu/hr/workpurdue/grad/fygrad.php>.
* Provided the directions above are followed, the first deposit into your account is expected to occur no later than two weeks following the end of your first pay period. Subsequent deposits will be made bi-weekly. Failure to fulfill the conditions on or before the deadlines described above may result in late deposits of funds. You will be paid by electronic deposit.
* Benefit enrollment instructions are emailed once your appointment has been entered in SuccessFactors AND you have a valid Social Security number on file. Purdue’s medical insurance information can be found at: <https://www.purdue.edu/push/insurance/index.html>. When looking through the Academic Health Plan Portal, please note you are eligible for the **Graduate Staff Insurance**. **Those with dependents should review the** [**Graduate Staff and Student Benefits Comparison**](https://www.purdue.edu/hr/Benefits/gradstaff/benefits-enrollment/pdf/Grad-Staff-v-Student-Insurance-Comparison.pdf) **sheet, to compare pricing.**
* Upon expiration of your Graduate School support on the *[Name of Fellowship]* **Fellowship**, any subsequent support that has been offered to you on page 1 of this offer letter may be in the form of a research assistantship or a teaching assistantship and depends upon funding and the academic needs of your*[College/School/Department]***.** The amount of financial support will be consistent with the financial support set by your *[College/School/Department]*.

**International Students Only:**

* *International Students Entering from Foreign Countries:* You should NOT apply for your visa or make travel plans until you receive a formal letter of admission from the Dean of the Graduate School and your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These documents will be provided to you after all admission procedures are completed, admission conditions are met, and you have provided evidence of sufficient financial resources to attend Purdue University.
* *International Students Entering from within the U.S.:* If you are transferring to Purdue University from another institution in the U.S., certain transfer procedures must be completed.   After all admission procedures are completed, you will receive a Purdue University Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars.  You must obtain Purdue I-20 or DS-2019 before you begin your Purdue University program, including any employment related to a graduate staff appointment. You will be provided with further pre- and post- arrival instructions from the Office of International Students via your @purdue email address.

Purdue University subscribes to the policy established by resolution of the Council of Graduate Schools concerning offers of graduate fellowship, traineeships and assistantships. The Council of Graduate Schools is comprised of most graduate institutions in the United States. **Please read the resolution carefully:**

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) by a prospective or enrolled graduate student for the next academic year completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. If a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit a written resignation of the appointment at any time through April 15. Applicants are not required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once applicants have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers. (<https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/> )

**OPTIONAL REPLY (OR USE PARAGRAPH UNDER SIGNATURE ABOVE)**

Purdue University Fellowship Reply

**Student: Fellowship offered:**

**Beginning Semester:** Fall 2024 **Offer date:**

Please complete the information below and return **as soon as possible, but no later than April 15, 2024**.

Submit electronically to [EMAIL ADDRESS]

My response below signifies that I have read and agree to the terms and conditions of this fellowship. I understand that by submitting this form, I am entering into an agreement with Purdue University.

 **I am accepting the offer at Purdue University, as described in the offer letter.**

 I am accepting admission but declining the fellowship offer.

 I am declining admission and any financial support. I will not enroll at Purdue University for Fall 2024. I will:

 Be employed

 Attend another graduate program at

 Re-apply for future enrollment

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete your current address for correspondence only if you plan to attend:**

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_