



Graduate Assistant Appointment Letter Checklist

Per the Collective Bargaining Agreement between Florida State University and the United Faculty of Florida – Florida State University – Graduate Assistants United, appointment letters are required for every graduate assistant appointment and re-appointment. Article 2 in the CBA requires the following:

- Appointments may not exceed one calendar year
- Programs cannot use appointment dates to avoid granting benefits to eligible graduate assistants. At a minimum, appointment dates should start by the first day of classes and run through the last day of finals.
- If a department has a legitimate need to start an appointment after the first day of classes or end the appointment before the last day of finals, the department is required to notify the graduate school.
- Notice of Appointments: Programs must issue appointment letters in a timely manner according to the schedule below:

A. Fall/Spring Appointments- At least 30 days before the first day of classes.

B. Summer Appointments- At least 21 days before the start of the applicable summer term.

Note: If a department does not provide a letter by the above deadlines, the department must notify the employee(s) explaining why the deadline was not practicable and provide an estimate, based on available information, of when the appointment letters will be issued. If a department fails to issue this notice, an employee may request that they do so; departments shall have 5 days to comply with such request.

Minimum Elements to include in Appointment Letter:

Required Element	Description/Notes
<input type="checkbox"/> If combining student admission letters and appointment letter, use Initial Offer Letter template	Offer letter templates are provided by the Graduate School
<input type="checkbox"/> Date Issued	
<input type="checkbox"/> Classification title and class code	Must include general description of duties associated with class code
<input type="checkbox"/> Employing Unit	Applicable department, college, area, center, etc.
<input type="checkbox"/> Length of Appointment	Use specific dates
<input type="checkbox"/> Statement that no department or University representative may make a binding agreement to reappoint the employee for longer than the term of the contract	Research grants, advisor’s verbal promises, and department agreements are not binding
<input type="checkbox"/> Conditions of employment	Such as, policy limiting outside activity, required background checks, etc. Note: Departmental policies restricting or limiting outside employment must be approved by the Graduate School prior to implementing



Required Element		Description/Notes
<input type="checkbox"/>	Name of employment supervisor	
<input type="checkbox"/>	Statement that appointment is contingent upon the employee providing documentation of employability	For teaching assistants, include a statement regarding the required certifications/qualifications for teaching status
<input type="checkbox"/>	Statement that the appointment is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Collective Bargaining Agreement	
<input type="checkbox"/>	Percent of full-time equivalent (FTE) assigned	Combined FTEs from all appointments cannot exceed 0.75 FTE
<input type="checkbox"/>	Stipend amount based on appointment	Specific stipend amount
<input type="checkbox"/>	Statement reading: “All graduate assistants at FSU work under a contract negotiated by United Faculty of Florida-Florida State University-Graduate Assistants United (UFF-FSU-GAU) and Florida State University. UFF-FSU-GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at FSU. For more information about UFF-FSU-GAU, visit http://www.fsugau.org or email info@fsugau.org .”	
<input type="checkbox"/>	An estimate of current tuition and fees per semester	Updated information can be obtained from Student Business Services
<input type="checkbox"/>	In-state matriculation waiver and out-of-state fee waiver, if any	If attached to the offer letter, this information can be provided in a Graduate Student Fact sheet. Reference the examples for both domestic and international students attached to this checklist. Contact The Graduate School for the current version of these documents
<input type="checkbox"/>	Statement that health insurance coverage is mandatory, statement that FSU sponsored health insurance is available, and a statement of the costs associate with an FSU sponsored policy	Updated information can be obtained from Health and Wellness Center or The Graduate School

For questions regarding the above requirements, please contact Danni Staats, HR Specialist, Faculty Relations at (850) 644-0184 or dstaats@fsu.edu.

Florida State University
Graduate Student Fact Sheet for Domestic Students
2017-2018*

1. Academic Calendar

Refer to the Registrar's Website: <http://registrar.fsu.edu/> for important registration and class information.

2. Student Credit Hours/Fees (2017-2018 tuition rate-may be subject to an increase)

Full-Time Status: 9 hrs. /semester with a graduate assistantship; 12 hrs. /semester without a graduate assistantship.

Resident Rate per Credit Hour: \$403.51 + Fees: \$75.81 = \$479.32

Non-Resident Rate per Credit Hour: \$1,004.85 + Fees: \$105.87 = \$1,110.72

For more information regarding other non-credit hour fees, refer to the Student Business Services Website:
<http://controller.vpfa.fsu.edu/Student-Business-Services>

3. Health Insurance Requirement and Health Insurance Subsidy for Graduate Assistants

ALL new graduate students are required to show proof of adequate health insurance, either purchased through FSU or show comparable coverage as determined by the Health and Wellness Center. For insurance information including coverage and cost, go to the Student Health Insurance website at <http://www.studentinsurance.fsu.edu> or call 850/644-6230.

The Graduate School offers qualifying graduate assistants a subsidy benefit towards the purchase of the University-sponsored health insurance. For more information <http://www.gradschool.fsu.edu/funding-awards/subsidy-benefit> or contact your department representative for details.

4. Financial Aid

Eligibility for student loans is determined by the completion of a Free Application for Federal Student Aid (FAFSA) online. Any other form of financial assistance (e.g., graduate assistantship, fellowships, etc.) should be reported to the Office of Financial Aid as soon as possible, as these amounts may affect your financial aid award amount. For more information, consult the Financial Aid Website at <http://financialaid.fsu.edu/> or call 850/644-0539.

5. Residency, In-State Status and Academic Common Market

Procedures for obtaining residency are available from the University's Office of Admissions Website at <https://admissions.fsu.edu/Residency/policy/index.cfm>

Academic Common Market: If you are an out-of-state student, and your state of residence does not offer the degree program you seek at any institution in your state, and is a participating state in the Academic Common Market, you may qualify for in-state status. For details, consult the Southern Regional Education Board Website at http://www.sreb.org/page/1304/academic_common_market.html

6. New Graduate Student Orientation

New graduate students should contact their academic program for specific departmental orientation information. In addition to a departmental orientation, The Graduate School offers a New Graduate Student Orientation. The Dean of The Graduate School, Dr. Nancy Marcus, will welcome students. The goals of the orientation are to provide students with an understanding of what to expect academically and financially as graduate students; describe the professional ethics associated with graduate research and creative endeavors; and highlight FSU's academic and social opportunities and services available to graduate students. For information and registration information visit The Graduate School website www.gradschool.fsu.edu

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***=Please note that these are estimates based upon 2016-2017 figures. New figures will be given in August after the Legislature approves the 2017-2018 rates.**

Florida State University
Graduate Student Fact Sheet for International Students
2017-2018*

1. Certificate of Financial Responsibility (CFR)

Florida State University is required by U.S. federal regulations to verify the financial resources of each applicant prior to issuing the required immigration documents for study in the United States. Therefore, in addition to submitting your International Student Application to the Admissions Office, you must also complete the Certification of Financial Responsibility (CFR) form. More information about the CFR and requirements is available at <http://cge.fsu.edu/international-students/new-students/step-2-obtain-your-form-i-20>.

Important: Disclosure of available funds will not disqualify you from applying for and/or receiving an assistantship.

2. Student Credit Hours/Fees (2017-2018 tuition rate-may be subject to an increase)

Full-Time Status: 9 credit hours per semester with a graduate assistantship; 12 credit hours per semester without a graduate assistantship.

International (Non-Resident) Rate per Credit Hour: \$1004.85 + Fees: \$105.87 = \$1,110.72

For more information, refer to the Student Business Services Website at <http://controller.vpfa.fsu.edu/Student-Business-Services>

3. Health Insurance Requirement and Health Insurance Subsidy for Graduate Assistants

International students are required to provide proof of acceptable health insurance or purchase a university approved plan. For insurance information including coverage and cost, visit University Health Services' Insurance website at www.tshc.fsu.edu or call 850/644-6230.

The Graduate School offers qualifying graduate assistants a subsidy benefit towards the purchase of the University-sponsored health insurance. For more information visit <http://www.gradschool.fsu.edu/funding-awards/subsidy-benefit> or contact your department representative for details.

4. Visa

Information about applying for a student visa is available on the Center for Global Engagements's Pre-Arrival webpage, which will be sent to you with your immigration documents. The webpage is available at <http://cge.fsu.edu/international-students/new-students/step-5-plan-travel-and-housing>.

5. Social Security Number

If you will be employed in the U.S., you must obtain a U.S. Social Security Number (SSN) to get paid. Students who are not working or receiving income in the U.S. are not eligible for a social security number, and should NEVER use their FSU identification number (999 or 899 number) in place of the SSN outside of the FSU campus. For more information visit the International Center's website at <http://www.cge.fsu.edu> (Click *Current Students*, *F-1 Status Students*, *Employment*).

6. Academic Calendar

All teaching and research assistants are expected to enroll full-time each semester. Refer to the Office of the Registrar <http://registrar.fsu.edu/> for important registration and class information.

7. New Graduate Student Orientation

Center for Global Engagement: A mandatory orientation is conducted by the Center for Global Engagement. The orientation will provide you with important information about how to maintain your immigration status. For information about the schedule of orientation sessions visit CGE's website at <http://cge.fsu.edu/international-students/new-students/step-6-online-orientations>.

The Graduate School Orientation: The Graduate School offers a New Graduate Student Orientation. The Dean, Dr. Nancy Marcus, will welcome students. The goals of the orientation are to provide students with an understanding of what to expect academically and financially as graduate students; to describe the professional ethics associated with graduate research and creative endeavors; and to highlight FSU's academic and social opportunities and services available to graduate students. For information and registration information, visit <http://www.gradschool.fsu.edu/>.

8. Speak Test

SPEAK (Speaking Proficiency English Assessment Kit) is a test for evaluating the English speaking ability of non-native speakers of English. This is a locally administered assessment test. Students who do not pass the test initially are provided classes in spoken English. Test Information can be found at <http://cies.fsu.edu>