

(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)

**Model Letter of Offer and Notice of Appointment  
For Graduate Fellows**

**Note to Academic Department, Graduate Programs, and Training Grant/Fellowship Principal Investigators:** This letter of offer constitutes a notice of appointment for eligible graduate fellows. This letter is specifically developed for graduate fellows and should not be used for other appointments. **This letter does not offer admission to the University. Offers of admission are made by the Graduate School.** Conditions for renewal of this appointment should not be stated in this letter of offer. All paragraphs listed below are required as noted. Please clearly articulate the total stipend to be received and the schedule and method under which the stipend will be disbursed.

This letter must be signed by the individual who has signature authority over the graduate fellowship, such as a dean, academic department head/chair, graduate program director (for graduate programs not administered by academic departments), or principal investigator responsible for federally sponsored fellowship program and/or training grant. Commit no more than one fiscal year appointment in this letter of offer and notice of appointment. For renewal of appointment in subsequent years or terms, complete a model notice of graduate fellowship reappointment available at: <http://oregonstate.edu/admin/hr/model.html>.

**Should you have questions, or need to revise this model letter, contact the Coordinator of Graduate Services in the Graduate School.**

**USE THIS MODEL LETTER FOR  
2011-2012 ACADEMIC YEAR INITIAL APPOINTMENTS ONLY**

[Date]

[Inside Address]

Dear \_\_\_\_\_:

Congratulations on your selection as a 2011-12 [Name of Graduate Fellowship] \_\_\_\_\_ graduate fellow. This letter serves as your formal notice of appointment as a graduate fellow at Oregon State University.

**[Note: Insert one of the following paragraphs, as appropriate]:**

On behalf of the [Graduate Committee or other decision-maker] of the \_\_\_\_\_ graduate program I am pleased to offer you an OSU graduate fellowship appointment beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

**OR**

As [Principal Investigator or Coordinating Official] of the [Name of Fellowship Program or Training Grant] \_\_\_\_\_, I am pleased to offer you an OSU graduate fellowship appointment beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

**[Note: Insert one of the following paragraphs, as appropriate]:**

The [Name of Graduate Fellowship] \_\_\_\_\_ fellowship provides a total stipend of \$\_\_\_\_\_ which will be distributed to you in [number of installments] \_\_\_\_\_ equal installments. Each installment will be disbursed directly to your student business office account at the beginning of each term during the fellowship period, \_\_\_\_\_ [select terms – summer, fall, winter, spring.] This appointment is contingent upon your formal acceptance as a graduate degree-seeking student by the University's Graduate School, and your

continued status as a graduate degree-seeking student at OSU in the field of [enter graduate major]

\_\_\_\_\_.

**OR**

The [Name of Graduate Fellowship] \_\_\_\_\_ fellowship provides a total stipend of \$ \_\_\_\_\_ which will be disbursed in [number of payments] \_\_\_\_\_ monthly payments of \$ \_\_\_\_\_ each on or before the first of the upcoming month during the fellowship award period. This appointment is contingent upon your formal acceptance as a graduate degree-seeking student by the University's Graduate School, your continued status as a graduate degree-seeking student at OSU in the field of [enter graduate major] \_\_\_\_\_ and your continued sponsorship under the [Name of Graduate Fellowship] \_\_\_\_\_ program.

**[Note: Use all remaining paragraphs]:**

To be eligible for this graduate fellowship, you must maintain enrollment for a minimum of [insert 9, or more if your fellowship requires higher enrollment level] \_\_\_\_\_ credit hours each term. Please note that audit registrations and course withdrawals may not be used to satisfy this enrollment requirement. In addition, if you also are receiving tuition support from OSU during the period of your fellowship, a minimum enrollment of 12-credits is required each term during the academic year and this 12-credit minimum may not include audit registrations, course withdrawals, INTO-OSU, and/or Extended Campus (i.e., E-campus) course work. If you are appointed during summer session, you must maintain enrollment for a minimum of [insert 3, or more if your fellowship requires higher enrollment level] \_\_\_\_\_ credit hours. Please be aware that acceptance of another offer of support, such as a graduate assistantship or other fellowship, may invalidate or reduce this offer.

Oregon State University is pleased to offer mandatory health insurance coverage as a part of your graduate fellowship appointment. The University will contribute on your behalf 85% of the monthly premium for coverage of the graduate fellow only, plus half the cost of administrative fees associated with the health insurance plan. This monthly contribution will be made throughout the period of your graduate fellowship appointment.

Upon accepting this graduate fellowship appointment you must enroll in the mandatory health insurance plan, unless you have other health insurance coverage deemed comparable to the University's plan. You may also elect to enroll family members or a domestic partner on a self-pay basis. Information about the insurance plan and health insurance enrollment forms may be found at the following website:

<http://studenthealth.oregonstate.edu/insurance/>.

If you have other health insurance coverage deemed comparable to the University's plan, you may waive coverage under the University's plan. Information on waiving coverage and a waiver form are available at <http://studenthealth.oregonstate.edu/insurance/>. Graduate fellows who waive coverage under the University plan are not eligible to receive the University's contribution towards health insurance premiums as a cash back option.

To ensure that you receive this benefit and your appointment remains in good standing, you must complete the health insurance enrollment or waiver form prior to the start of your fellowship appointment.

If you elect coverage under the University provided health insurance plan, you will be required to authorize a monthly charge to your student business office account for the balance of premium and administrative fee costs, plus any dependent care coverage for which you may have optionally enrolled. The value of the 85% institutional subsidy plus administrative fee will be reported on an [insert **either** IRS Form 1099 (Miscellaneous Income) for U.S. citizens and resident aliens **or** IRS Form 1042-S (Foreign Person's U.S. Source Income Subject to Withholding) for nonresident aliens] as taxable income at the end of the calendar year. If you choose to waive out of the insurance plan, the insurance subsidy will not be reported.

**IMMEDIATE ACTION REQUIRED: Failure to act on your part may have an impact on your graduate fellowship appointment.** Please print and complete the health insurance enrollment or waiver form and return it with this signed letter of offer. Please contact the Student Health Services insurance liaison at (541) 737-7568, if you have additional questions or email [osustudent.insurance@oregonstate.edu](mailto:osustudent.insurance@oregonstate.edu). If you do

not either enroll in the University plan or waive coverage under the plan, you will not be permitted to register for OSU course credits.

**If this notice is understood and acceptable to you, please sign one copy of this memorandum and return it to me no later than \_\_\_\_\_ [insert appropriate department deadline]. This copy will be placed in your department file and a copy will be sent to the Business Center Human Resources Unit as an official record of your appointment. The original copy is for your own records.**

Once again, [student's name] \_\_\_\_\_, congratulations on your selection as a [name of graduate fellowship] \_\_\_\_\_ graduate fellow. Please do not hesitate to let us know how we can support you in your success.

Sincerely,

\_\_\_\_\_  
[Dean, Department Head/Chair, Graduate Program Director, or Principal Investigator]

cc: Business Center Human Resources Unit  
[Dean, Department Head/Chair, Graduate Program Director]

[Date]

[Graduate Fellow's Name]

Letter of Offer and Notice of Graduate Fellowship Appointment for 2011-12

[or appropriate term dates\*\* if less than the fiscal year]

#### **Acceptance and Consent**

I accept this offer of appointment to a graduate fellowship position, and:

1. I acknowledge that I must maintain a minimum of [insert nine (9), or more if your fellowship requires higher enrollment level] \_\_\_\_\_ credit hours toward my degree program throughout my appointment period during the academic year and, if I have a summer appointment, [insert three (3), or more if your fellowship requires higher enrollment level] \_\_\_\_\_ credit hours toward my degree program during the summer term;
2. I acknowledge that if I am also receiving tuition support from OSU during the period of my fellowship, a minimum enrollment of 12-credits is required each term during the academic year;
3. I acknowledge that health insurance is mandatory for graduate fellows;
4. I acknowledge that I may waive University-provided health insurance only if I have group coverage that has comparable benefits;
5. I acknowledge that I must submit a completed enrollment or waiver form prior to the start of my appointment;
6. I acknowledge that I will not be permitted to register for OSU credit if I do not enroll in the University plan or waive out of the plan;
7. I authorize the University to post a monthly charge to my student business office account for the balance of the graduate fellow-only premium, plus half the administrative fee, plus premium charges related to dependent coverage unless I have waived coverage under the University's plan.

I accept the offer as outlined in this letter.

\_\_\_\_\_  
Graduate Fellow's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University ID Number

cc: Business Center Human Resources Unit  
[Dean, Department Head/Chair, Graduate Program Director]

**Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution, and as such, we seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of appointment.**



## Council of Graduate Schools

### Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student 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. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

The following list includes CGS member institutions that indicated their support of the Resolution.

This Resolution was renewed September 2004.

Abilene Christian University	California University of Pennsylvania	Florida International University	Loyola Marymount University
Air Force Institute of Technology	Case Western Reserve University	Florida State University	Loyola University of Chicago
Alcorn State University	Catholic University of America	Fordham University	Marquette University
Alfred University	Central Michigan University	Fort Hays State University	Marshall University
American University	Central Missouri State University	Gallaudet University	Massachusetts Institute of Technology
Andrews University	Central Washington University	George Mason University	Medical College of Georgia
Angelo State University	City University of New York	George Washington University	Medical College of Ohio
Appalachian State University	Graduate Center	Georgetown University	Medical College of Wisconsin
Arizona State University	Claremont Graduate University	Georgia Institute of Technology	Medical University of South Carolina
Arkansas State University	Clark Atlanta University	Georgia Southern University	Miami University
Auburn University	Clark University	Georgia State University	Michigan State University
Austin Peay State University	Clemson University	Hampton University	Michigan Technological University
Ball State University	Cleveland State University	Harvard University	Middle Tennessee State University
Baylor College of Medicine	College of New Jersey	Hebrew Union College - Jewish	Minnesota State University - Mankato
Baylor University	College of Saint Rose	Institute of Religion	Mississippi State University
Bloomsburg University of Penn.	College of William and Mary	High Point University	Montana State University - Bozeman
Boise State University	Colorado School of Mines	Hofstra University	Montclair State University
Boston College	Columbia University	Hood College	Murray State University
Boston University	Concordia University, River Forest	Howard University	National University
Bowling Green State University	Coppin State College	Idaho State University	Naval Postgraduate School
Bradley University	Cornell University	Illinois Institute of Technology	New Jersey Institute of Technology
Brandeis University	Creighton University	Illinois State University	New Mexico State University
Brigham Young University	Dartmouth College	Indiana State University	New York Medical College
Brown University	Drew University	Indiana University	New York University
Bryn Mawr College	Drexel University	Indiana University - Purdue University	North Carolina Agricultural & Technical
Caldwell College	Duke University	Fort Wayne	State University
California Institute of Technology	Duquesne University	Indiana University of Pennsylvania	North Carolina State University
California State Polytechnic	East Carolina University	Iowa State University	at Raleigh
University, Pomona	East Central University	Jackson State University	North Dakota State University
California State University, Bakersfield	East Tennessee State University	James Madison University	Northeastern Illinois University
California State University, Fresno	Eastern Illinois University	John Carroll University	Northern Arizona University
California State University, Fullerton	Eastern Kentucky University	Johns Hopkins University	Northern Illinois University
California State University, Hayward	Eastern Michigan University	Kansas State University	Northern Michigan University
California State University,	Eastern Washington University	Kent State University	Northwestern State University
Long Beach	Emerson College	Lamar University	of Louisiana
California State University,	Emory University	Langston University	Northwestern University
Los Angeles	Emporia State University	Lehigh University	Nova Southeastern University
California State University, Northridge	Fayetteville State University	Loma Linda University	Oakland University
California State University,	Fielding Graduate Institute	Louisiana State University and	Ohio State University
Sacramento	Fitchburg State College	A & M College	Ohio University
California State University,	Florida A & M University	Louisiana State University	Oklahoma State University
Stanislaus	Florida Atlantic University	Health Sciences Center	Old Dominion University

**CGS - Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (continued)**

Ohio University	Texas A & M International University	University of Kansas	University of South Florida
Ohio State University	Texas A & M University	University of Kentucky	University of Southern California
Oklahoma State University	Texas A & M University - Corpus Christi	University of Louisiana at Lafayette	University of Southern Mississippi
Old Dominion University		University of Louisville	University of Tennessee at Chattanooga
Oregon State University	Texas Christian University	University of Maine	University of Tennessee at Knoxville
Park University	Texas Southern University	University of Maryland, Baltimore County	University of Texas at Arlington
Pennsylvania State University	Texas State University, San Marcos	University of Maryland, College Park	University of Texas at Austin
Pepperdine University	Texas Tech University	University of Massachusetts Amherst	University of Texas at Brownsville
Pittsburg State University	Texas Woman's University	University of Massachusetts Boston	University of Texas at Dallas
Polytechnic University	Towson University	University of Massachusetts Lowell	University of Texas at San Antonio
Princeton University	Trinity University	The University of Memphis	University of Texas Graduate School of Biomedical Science at Galveston
Purdue University	Truman State University	University of Miami	University of Texas Grad School of Biomedical Science at Houston
Queens College of the City University of New York	Tufts University	University of Michigan	University of Texas Grad School of Biomedical Science at San Antonio
Radford University	Tulane University	University of Minnesota	University of the Pacific
Rensselaer Polytechnic Institute	University at Buffalo, State University of New York	University of Mississippi	University of Toledo
Rice University	University of Akron	University of Missouri, Columbia	University of Tulsa
Rockefeller University	University of Alabama	University of Missouri, Kansas City	University of Utah
Rockhurst University	University of Alabama at Birmingham	University of Missouri, St. Louis	University of Vermont
Rosalind Franklin University of Medicine and Science	University of Alabama in Huntsville	University of Montana	University of Virginia
Rowan University	University of Alaska, Fairbanks	University of Nebraska-Kearney	University of Washington
Rutgers - New Brunswick	University of Albany, State University of New York	University of Nebraska-Lincoln	University of Wisconsin - Eau Claire
Rutgers - Newark	University of Arizona	University of Nebraska-Omaha	University of Wisconsin - La Crosse
St. Bonaventure University	University of Arkansas	University of Nevada-Las Vegas	University of Wisconsin - Madison
St. Cloud State University	University of Arkansas	University of Nevada-Reno	University of Wisconsin - Milwaukee
St. John's University	University of Bridgeport	University of New Hampshire	University of Wyoming
Saint Louis University	University of California, Berkeley	University of New Haven	Utah State University
San Diego State University	University of California, Davis	University of New Mexico	Valdosta State University
San Francisco State University	University of California, Irvine	University of New Orleans	Vanderbilt University
San Jose State University	University of California, Los Angeles	University of North Carolina at Chapel Hill	Villanova University
Santa Clara University	University of California, Riverside	University of North Carolina at Charlotte	Virginia Commonwealth University
Shippensburg University	University of California, San Diego	University of North Carolina at Greensboro	Virginia Polytechnic Institute and State University
South Carolina State University	University of California, San Francisco	University of North Carolina at Wilmington	Wake Forest University
South Dakota School of Mines & Technology	University of California, Santa Barbara	University of North Dakota	Walden University
South Dakota State University	University of California, Santa Cruz	University of North Texas	Washington State University
Southeast Missouri State University	University of Central Arkansas	University of North Texas Health Science Center - Graduate School of Biomedical Sciences	Washington University
Southern Illinois University at Carbondale	University of Central Florida	University of Northern Colorado	Wayne State University
Southern Illinois University at Edwardsville	University of Chicago	University of Northern Iowa	Wesleyan University
Southern Methodist University	University of Cincinnati	University of Notre Dame	West Chester University
Southern University A&M College	University of Colorado at Boulder	University of Oklahoma	West Virginia University
Southwest Missouri State University	University of Colorado at Denver	University of Oregon	West Virginia Wesleyan College
Spalding University	University of Connecticut	University of Pennsylvania	Western Carolina University
Stanford University	University of Dayton	University of Pittsburgh	Western Illinois University
State University of New York at Binghamton	University of Delaware	University of Puerto Rico - Rio Piedras Campus	Western Kentucky University
State University of New York - Upstate Medical University	University of Denver	University of Rhode Island	Western Michigan University
State University of New York at Stony Brook	University of the District of Columbia	University of Rochester	Western Washington University
Syracuse University	University of Florida	University of San Diego	Wichita State University
Temple University	University of Georgia	University of Scranton	Woods Hole Oceanographic Institute
Tennessee State University	University of Hawaii at Manoa	University of South Alabama	Worcester Polytechnic Institute
Tennessee Technological University	University of Hartford	University of South Carolina	Wright State University
	University of Houston		Xavier University of Louisiana
	University of Idaho		Yale University
	University of Illinois at Chicago		
	University of Illinois at Springfield		
	University of Illinois at Urbana-Champaign		
	University of Iowa		



**Council of Graduate Schools**  
**One Dupont Circle, NW, 230**  
**Washington, DC 20036**  
**202-223-3791**  
**202-331-7157 (fax)**  
**[www.cgsnet.org](http://www.cgsnet.org)**