

# Iowa State University Letter of Intent for Post Graduate\* Appointment (M base)

\* A Post Graduate appointment is allowed for recently graduated masters or PhD student who will continue involvement in a graduate assistant project for a limited duration. The incumbent must be a recently graduated ISU student. Maximum appointment duration is three months and maximum salary is that of maximum established for C base 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:  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

