

UNIVERSITY of HOUSTON | ISSS

UH • Office of International Student and Scholar Services • 203 University Center North • Houston, TX 77204-3024 • (713) 743-5065

Assistantship/Fellowship Verification Form

Student's Name _____ Student ID _____ Date _____

Dear Department,

We need the following information to process immigration documents for the above-named student. Please complete the requested information as applicable and sign the form below. ***Please call us at 743-5065 if you have any questions.***

1. Student's job title(s): ☐ R.A. ☐ T.A. ☐ Teaching Fellow ☐ Graduate Assistant
☐ Instructional Assistant ☐ Other _____

2. Total FTE for all graduate appointments: _____ %

3. Student is employed by _____ department.

4. Monthly pay is: \$_____ x _____ months per year for an **annual total of \$**_____.

Annual Insurance Stipend (if any) _____

5. Since R.A. and T.A. contracts/other positions are renewed or continued on an annual or semester basis, do you expect to renew the contract or continue the position if funding is available? ☐ Yes ☐ No

6. Does this position entitle the student to in-state tuition? ☐ Yes ☐ No

Section A: Employing Department Signature

Name (Please Print) _____ Title _____

Signature _____ Date _____

Section B: Fellowship Verification by Student's Enrolling Department (Dept. Major)

1. Is this student eligible to receive a Doctoral Student Tuition Fellowship (DSTF) that has been approved by the Academic College? ☐ Yes ☐ No

Annual amount of DSTF? _____

2. Does the student receive any other fellowship or award to supplement tuition and living expenses?

☐ Yes ☐ No If yes, indicate type _____ **Annual total: \$**_____

Name (Please print) _____ Title _____

Signature _____ Date _____