

# Request for Graduate Letter of Appointment for New SFRC Graduate Student

(This is not the official Letter of Appointment)

Please complete and return this request to Sherry Tucker and have the student see me to complete the payroll sign-up forms.

Student's Name \_\_\_\_\_ UFID# \_\_\_\_\_

Student's email address: \_\_\_\_\_

**Appointment Title:**

- \_\_\_\_\_ Graduate Assistant - Teaching
- \_\_\_\_\_ Graduate Assistant - Research
- \_\_\_\_\_ Fellow

Dates of Letter of Appointment (if funding is available the Letter of Appointment may cover several semesters or a full year): Start \_\_\_\_\_ End \_\_\_\_\_

FTE: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Masters \_\_\_\_\_ Ph.D.

Contract Rate: \_\_\_\_\_

Duties : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pay the student from the following account/s:**

Project # \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Project # \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_