



Rensselaer

Department of Mechanical, Aerospace
and Nuclear Engineering

April 10, 2024

Idris, Habeeb
idrish@rpi.edu
662056401

Dear Habeeb,

I am happy to offer you a research assistantship position for the Summer 2024 semester. This award requires 20 hours of work per week for 12 weeks, and provides a stipend amount of \$8584 for the period May 23, 2024 – August 14, 2024. The award is contingent on Rensselaer's completion of a satisfactory risk assessment for compliance with U.S. laws and employment eligibility¹.

Financial support is contingent on satisfactory academic performance in your assistantship duties, compliance with all applicable Rensselaer policies and procedures and is subject to funding availability. ***In addition, graduate students must reside (be present) in the United States in order to receive graduate student support.***

In order to ensure that you have completed all required employment documentation, including Form I-9, *Employment Eligibility Verification*, you must obtain a student employment card. This card is intended to show your supervisor that you have completed the required paperwork and are eligible to begin working. If you do not have a student employment card, please contact Beth Ann Macey at maceyb2@rpi.edu to assist you with completing the required paperwork.

Details regarding your responsibilities and obligations should be discussed with your advisor in Mechanical, Aerospace and Nuclear Engineering.

If this appointment is in addition to another research assistantship or teaching assistantship appointment during the summer semester, you cannot work more than a total of 40 hours between the two appointments in a given week.

During this summer appointment while you are not enrolled in full time summer classes, you are eligible to participate in the Supplemental 403(b) Retirement Plan. Please refer to the *Student Worker Employment Handbook* regarding the 403(b) *Universal Availability Notice* and contact the Division of Human Resources at HRMAIL@RPI.EDU if you wish to enroll.

You must register for Summer Administrative Registration (SAR). (ADMN-6600) SAR is a no charge registration requirement for graduate students who are receiving a stipend during the summer semester. If you are taking credit-bearing courses or are registered for research credits in the summer semester, you should not register for SAR. You will be responsible for all tuition charges incurred if registering for credits during the summer term.

The research assistantship stipend is paid on a biweekly basis throughout the appointment period. The first disbursement for your Summer 2024 appointment will be available on or about June 14, 2024. The actual disbursement date is dependent upon completion of all required employment paperwork and registration status.

Additional information regarding policies and procedures for student workers can be found on Rensselaer's Student Employment website at <https://finance.rpi.edu/controller/student-employment>.

Should you have any questions regarding the terms of your award, please contact Beth Ann Macey at maceyb2@rpi.edu.

Kindly complete the [Response to Award Offer](#) to indicate your decision to accept or decline this award and return it by April 20, 2024 via email to maceyb2@rpi.edu. If we do not hear from you by this date, we will assume you have declined the offer.

Sincerely,

A handwritten signature in black ink, appearing to be 'TB' with a long horizontal stroke extending to the right.

Theo Borca-Tasciuc
Professor and Associate Head for Graduate Studies
Department of Mechanical, Aerospace, and Nuclear Engineering
