



**School of Public Health**  
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Memphis, Tennessee 38152-3330  
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Mohammad Nayeem Hasan  
1st floor, Rahib Mansion, Uttar Dikkul  
Cox's Bazar  
Bangladesh 4700

March 26, 2025

Dear Nayeem:

Congratulations on your admission to the PhD program at the University of Memphis School of Public Health. We are pleased to **offer you a Full-time Graduate Assistantship**. This is a twelve (12) month appointment requiring you to register full-time in Fall and Spring semesters and work twenty (20) hours per week as described in Terms and Conditions.

The assistantship is renewed annually for up to three (3) years, contingent upon all the following: (i) availability of funding; (ii) satisfactory performance; (iii) maintenance of the minimum required course registration; (iv) an overall graduate GPA of 3.0 or higher; (v) adherence to the Student Code of Rights and Responsibilities; and (vi) compliance with the terms and conditions of this offer.

#### **Terms and Conditions**

- This assistantship covers the applicable tuition and fees for nine (9) credit hours (full-time) for each of the Fall and Spring semesters and a monthly stipend of \$1,500 (for a total of \$18,000 per year). The tuition was computed based on the declared immigration (F-1 visa) and residence in the application. Please inform us immediately, if it changes. It will start upon completion of processing your new hire paperwork.
- You are required to enroll in nine (9) credit hours per semester during the Fall and Spring semesters; be in good academic standing as defined by Graduate School and SPH academic regulations and programmatic requirements; and comply with laws and regulations applicable to F-1 visa. During summer semesters, you will not be expected to take courses, but you will continue working on your graduate assistantship responsibilities to keep receiving your stipend. You may register for less than nine (9) credit hours only during your last semester, if less than nine (9) credit hours are required to graduate. Late-stage doctoral students are required to sign up for at least 1 credit hour of dissertation.
- Your work assignment (20 hours per week) may include research, teaching, and/or administrative responsibilities, such as assisting with ongoing research projects, administrative tasks, grading and other teaching activities. They will be assigned to you each semester by the School of Public Health and coordinated, monitored and tracked by your designated supervisor. Relevant regulatory authorization and training including HIPPA,



FERPA and CITI training must be completed prior to start working. Failure to do so, may result in loss of work hours or reassignment.

- This is a 12-month assignment with time off during the University Staff holidays: <https://www.memphis.edu/hr/holidays.php>. Any time off and travel must be approved by the SPH academic advisor, your faculty advisor and the Office of International Student Services.
- You will be evaluated at least annually, or each semester, as needed.
- As an additional benefit associated with your employment as a full-time Graduate Assistant, you are eligible to enroll in the University of Memphis student health insurance plan. For information about the plan, please visit <https://www.studentinsurance.com/Client/2268>. The cost of the insurance premium will be paid by the University of Memphis. Spring coverage dates include summer coverage. Although the premium is fully covered, you will be required to pay a one-time enrollment fee of \$230 dollars which will be deducted from your first University of Memphis paycheck. To opt into this benefit please visit the [graduate assistantship health benefit website](#) for instructions. Failure to opt in during the open enrollment period will result in a delay of benefits to the next available open enrollment period. Activation of your health care benefit will not occur until you sign your graduate assistantship contract.
- If you wish to engage in any outside activity or interest, or if you think you have a conflict of interest, you must obtain approval from the School of Public Health and the Office of International Student Services prior to engaging in these activities.

#### **Additional benefits**

As a student at the University of Memphis, you will also receive a [free membership at our recreation center during the semesters in which you are enrolled](#). Please understand that you are responsible for payment of all remaining fees listed on your Tiger Express account (e.g. housing, parking). To advance your career goals, the *Dean will fund your membership (savings of \$85 per year for the duration of your studies) to the American Public Health Association (APHA)*. APHA offers invaluable opportunities to participate in research and service groups, present and share research findings, and network with peers across the US and globally to enhance future professional and scholarly opportunities. The University of Memphis main campus offers [Graduate and Student Family Housing](#) for graduate students or students who are married and/or have families.

#### **Graduate assistantships offer acceptance**

Please inform us of your decision no later than April 7, 2025, by signing this letter below. In accordance with the Council of Graduate Schools' (CGS) resolution, you may consider other offers of financial support until the deadline, but any decision after April 7, 2025, is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 7, 2025, i.e., after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to the deadline, please let us know as soon as you have made a decision so that we may extend offers to other prospective students, if possible.

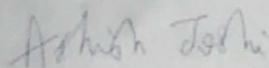
By accepting this offer, you agree to enroll at the University of Memphis in the semester stated above. There will be financial and immigration implications including loss of the graduate assistantship for dropping classes or withdrawing from all classes. Please consult and obtain

approvals by the SPH Academic Advisor, Office of International Student Services and, University & Student Business Services (USBS) office before dropping your enrollment below nine (9) credit hours or before withdrawing from any, or all, courses. You will be responsible for tuition costs should your employment be ended for non-compliance with points listed above or if you voluntarily quit during a semester.

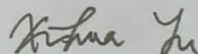
We do believe that this is a competitive assistantship that includes tuition, fees, stipend and health insurance, by the School of Public Health to support your doctoral studies and the opportunity to engage in research, teaching and administrative activities to enhance your learning expertise and professional portfolio.

Please contact Dr. Ilias Kavouras, Assistant Dean of Academic Affairs at [kavouras@memphis.edu](mailto:kavouras@memphis.edu) if you have any questions about this offer.

Sincerely,

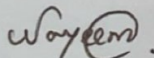


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Accepted by



Mohammad Nayeem Haq

Date:

26/03/2025