Notes:
1. This link will direct you to Human Resources, Forms and Documents page. The TH offer letter template is located under the Recruitment Letter Templates section.

2. This link will direct you to COGS, Faculty and Staff Resources page. The TA/RA offer letter templates are located under the TA/RA Offer Letters section at the bottom of the page. The templates are also split between new and continuing appointments.

3. This link will direct you to Human Resources, Forms and Documents page. The Postdoc offer letter templates is located under the Recruitment Letter Templates section.

4. CBC: Always required for TA/RA. Always required for TH if the employee works with minors/sensitive information. CBC required if the position is open to hiring student or non-student.

5. SSN Template: Work with IPO regarding NEW international student hires. SSN letter will be required (Skip this step if student already has SSN).

6. TA/RA Enrollment: Part-time TA/RA students must be enrolled in at least 6 credits. Full-time TA/RA students must be enrolled in at least 9 credits.
   - Enrollment status is found in Banner using form SFAREGO – ensure to use the correct term code.