**Offer Letter: Research Intern**

**[Date]**

**[Employee’s full name]**

Re: Job offer

Dear **[Employee’s name]**,

I am pleased to offer you the **[position title] [job code]** in **[college or department]** at the University of Iowa. The position is **[full time or % part time]** and pays **[dollar amount]** per year. You will be paid **[bi-weekly or monthly]** through direct deposit. This is a temporary appointment ending **[mm/dd/yyyy]**.

By accepting this offer, you’re joining a supportive campus community that prioritizes employee well-being, values collaboration, and appreciates the contributions and efforts of every employee.

**[Insert paragraph about your unit/department if desired]**.

Your anticipated workdays are **[days of the week]** from **[hours of work]** at **[building and room number]**.

This offer is contingent upon the verification of your bachelor’s degree, proof of U.S. citizenship or permanent residency, and successful completion of credential and criminal background checks.

Please review the attached addendum for additional details – including employment requirements and benefits information – about working at Iowa.

We are committed to providing an accessible and supportive work environment. If you require reasonable accommodation to perform the essential functions of this position, please contact your HR representative **[name]** at **[phone number]** or **[email address]**. We encourage open communication to ensure we can provide the necessary support and resources for you in this role.

We are thrilled you have chosen to share your talents with one of the top public universities in the country. I am excited to have you join us and look forward to working with you.

Go Hawks!

Sincerely,

**[Your name]**

**[Title]**

Please sign your name and today’s date below and initial after the addendum to accept this offer of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee signature

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Date

Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, 01, asylee, and refugee. For more information, please contact [Payroll Services](mailto:payroll-services@uiowa.edu)**.**

**Addendum**

Benefits

Please see the [Post-Baccalaureate Research Internships webpage](https://research.uiowa.edu/post-baccalaureate-research-internships) for more information about your benefits eligibility.

You are required to participate in a retirement plan. Selecting a retirement plan is an **irrevocable decision** that must be made within 60 days of your hire date. You must participate in either the Iowa Public Employees Retirement System (IPERS) or the Teachers Insurance and Annuity Association (TIAA).

IPERS is a defined-benefit plan with retirement income determined by a formula based on your years of service and salary earned. TIAA is a defined-contribution plan with retirement income determined by your individual retirement investment returns.

University Benefits will notify you via email if you need to take advantage of a benefits election opportunity in Employee Self-Service. You can call University Benefits at 319-335-2676 for more information or visit [hr.uiowa.edu/benefits/ui-student-insurance/research-intern-benefits](https://iowa-my.sharepoint.com/personal/emeyer8_uiowa_edu/Documents/Desktop/FILES%20TO%20KEEP/Employment%20Forms%20&%20Letters%20Templates/hr.uiowa.edu/benefits)**.**

I-9 requirements

In compliance with federal law, we must verify the identity and work authorization of all new employees using the [USCIS Form I-9](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf). Please carefully review page 2 of the form and bring the acceptable document(s) on your first day of employment.

Criminal background check

A thorough criminal background check is required for this position and must be reviewed to determine your eligibility for employment. If any concerns arise from this review, the offer may be withdrawn. For more details, please refer to the [university’s policy on criminal background checks](https://opsmanual.uiowa.edu/human-resources/hiring-and-appointments/criminal-background-check-point-hire).

Credentials and reference verification

This offer is subject to verification of your professional credentials, certifications, and licensure (including driver’s license and a driving record review) as required for this position; successful completion of a reference check; and any other information required by law and/or university policy, including self-disclosure of conviction history.

Harassment prevention training

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [Policy on Sexual Harassment and Sexual Misconduct](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available).

To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.”  The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin.

Further information about the education requirement and login instructions are available on the Office of Civil Rights Compliance’s [Harassment Prevention Education website](https://ocrc.uiowa.edu/harassment-training).

Post offer self-identification

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university’s equal employment opportunity/affirmative action programs. Submission of this information is **voluntary,** and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](https://jobs.uiowa.edu/postOffer) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Civil Rights Compliance via email, [ui-ocrc@uiowa.edu](mailto:ui-ocrc@uiowa.edu), or phone (319-335-0705).

Intellectual Property Policy

You are required to follow the [University of Iowa Intellectual Property Policy](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy) as a condition of your employment. The University of Iowa Research Foundation (URIF) assumes ownership of qualifying inventions as defined in section 30.3.b(2) of the Inventions Policy and of copyright works as defined in section 30.4b(2) of the Copyright Policy. When you are employed by the university you assign all rights, title, and interest in qualifying inventions and copyrights to UIRF.

Tobacco-Free Campus Policy

The [Tobacco Free Campus Policy](https://opsmanual.uiowa.edu/community-policies/tobacco-free-campus) is part of the university’s commitment to creating a healthy environment for all members of our campus community and is designed to be positive and supportive of overall health and well-being. The policy defines tobacco products as including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff electronic cigarettes and any non-FDA approved nicotine delivery device.

I acknowledge receipt of this addendum and accept the conditions therein.

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Employee initials

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Date

**Information that needs to be included in every offer letter**

* Job classification title
* Employing department
* Terms of appointment
  + Full-time temporary
  + Part-time (%) temporary
* Start date
* End date
* Rate of pay
* Frequency of pay