



Accepting Your Graduate Assistantship Agreement - For Students

All graduate assistantship agreements are signed online. When your agreement is ready, you will receive an automated e-mail from the College of Graduate Studies at gradassistantship@ucf.edu.

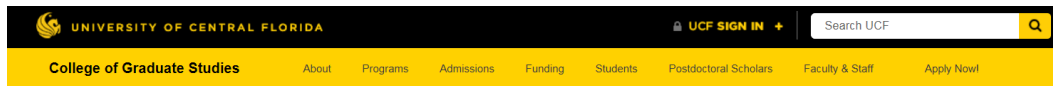
The message will be sent to your UCF Knights Email address. If you do not have a Knights Email, you will need to set one up. For help, visit <https://extranet.cst.ucf.edu/kmailselfsvc>.

IMPORTANT: Please respond promptly to the agreement e-mail and all other communications from your hiring department to expedite the hiring process.

Assistantship Agreements Approval - Login page

Navigation: http://ww2.graduate.ucf.edu/GFS_Assistantships/

The first time you login, choose New User and enter your Knights Email and the month and date of your birthday (Example: May 12=0512) and then click Sign Up. A new e-mail is sent to your Knights email. In your Knights Email find the new e-mail, open it, and click on the authentication link provided. When the webpage displays, enter your Knights Email, create your password, and click Submit to login.



Graduate Financials System

Assistantship Agreements Approval

This is a UCF College of Graduate Studies website used by hiring department and program officials and students to review graduate assistantship agreements online and electronically sign them.

I am a(n): New User Existing User

UCF Email:

Birthdate:
Ex: May 12 = 0512

The next time you login, choose Existing User and enter your UCF Knights Email and password. Your password will not expire. If you forget your password, reset it through **Forgot Password**.

After logging in, the acceptance page displays with brief instructions. In the list of agreements awaiting your decision, click on your agreement to review the agreement details and any messages to you that display above your Graduate Assistantship Agreement.

Scroll down and review the details of your Graduate Assistantship Agreement. **Keep a copy by saving/printing the webpage or clicking on PDF to save it.**

Below the agreement, **Accept** or **Decline** your agreement, enter a comment (optional; your hiring department can see this comment), and **Submit** your decision.