

Accepting Your Graduate Assistantship Agreement (Students)

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

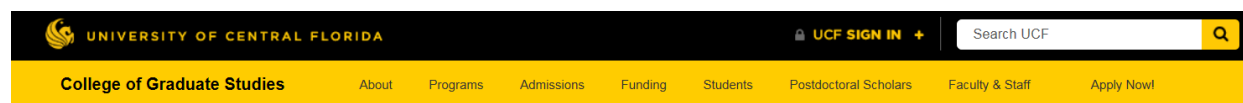
The message will be sent to your UCF email address (nid@ucf.edu). New students will receive a @ucf.edu email address that is automatically created for them. Contact UCF IT if you need assistance with your UCF email.

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

Assistantship Agreements Approval - Login page

Navigation: https://apps.graduate.ucf.edu/GFS_Assistantships/

The first time you login, choose New User and enter your UCF email and the month and date of your birthday (Example: May 12=0512) and then click Sign Up. A new email is sent to your UCF email. In your UCF email find the new email, open it, and click on the authentication link provided. When the webpage displays, enter your UCF 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 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.** You will not be able to access the agreement after you approve it.

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