



Fellowship/Internship Notice of Intent - This is not a contract

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact benefits@tamu.edu or (979) 845-4141.

INSTRUCTIONS This form is used by to verify there is intent the listed employee will return to their position within 1 year of their fellowship/internship begin date. This is not a contractual agreement, but a statement of their intent to return. This notice in no way binds the signor.

Please note, you may not hold any employment when placed on a leave of absence or leave without pay in Workday. This includes student worker positions.

Employee Name

Date

Title

UIN

Fellowship/Internship Begin Date

Fellowship/Internship End Date

Supervisor Name

Department

Additional Comments

Supervisor Signature

Date

Employee Signature

Date

SUBMIT FORM TO:
Benefit & Retirement Services
MS 1255
benefits@tamu.edu
Fax (979) 458-6894

NEED HELP?
Benefit & Retirement Services
Phone (979) 862-1718
benefits@tamu.edu