

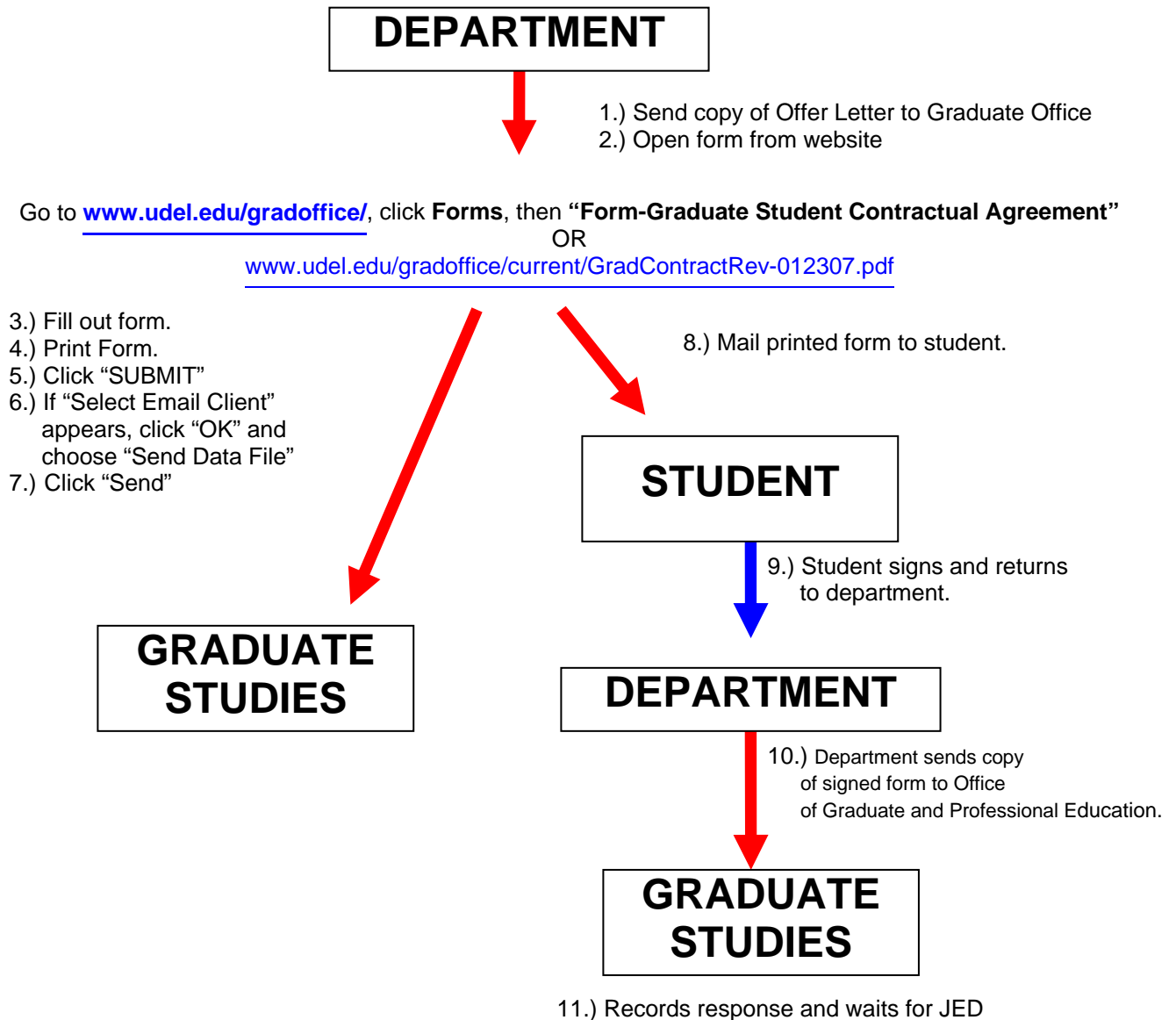


## GRADUATE STUDENT CONTRACTUAL AGREEMENT - INSTRUCTIONS

The Graduate Student Contractual Agreement form is an electronic, interactive form. It is important that you **USE THIS ELECTRONIC FORM** to facilitate the faster processing of contracts. After you fill in this document and click Submit, it will be sent as an email attachment to the Office of Graduate and Professional Education. We will receive the email and post the students' information into our database.

Please follow this procedure **for new contracts** and **for revisions** on an existing contract (change in contract dates, assistant type, stipend amount, tuition %).

To cancel an existing contract, please send a written notification to [gradcontracts@udel.edu](mailto:gradcontracts@udel.edu).



- ❖ If you have multiple contracts to draft, use **CLEAR STUDENT** to clear the previous student's personal information and the departmental information remains. Or, use **CLEAR FORM** to clear all of the fields previously filled.
- ❖ If you have any questions, please contact Mary Martin at the Office of Graduate and Professional Education, [marym@udel.edu](mailto:marym@udel.edu) or (302) 831-8916