

Email or Phone Call

Offer after notification of admission

Dear <fname>:

Congratulations! You have been admitted to UNCG's <XX> program in <Program Name> beginning <fall/spring> semester <2019>. In addition, I am pleased to let you know that the <Department Name> Department is recommending that the Dean of the Graduate School appoint you to a graduate assistantship renewable for up to <number> years, with a possible one-year extension if necessary and budget permitting. The official contract of appointment will come from the Dean and you will need to officially accept or reject that offer. In the meantime, please let me know (by e-mail or whatever means you choose) where you are in your decision process. I am happy to talk with you about the details of your contract and what it is like to be a member of our graduate community.

<In addition, the members of the <Department> Graduate Studies Committee found your application so impressive that we have nominated you for a <name> Fellowship, <description> awarded by the Graduate Faculty at UNCG.>

Your funding package comes from multiple funding sources. The total value of the package is <amount>. This amount is meant to cover <all, OS only, or specific amount> in tuition support. Your stipend of <amount> is meant to cover your University fees with the remainder available for personal expenses. <Your financial package also qualifies you for the Graduate School to provide some help towards the NC Student Blue Premium. In past years, this has been averaging to be \$300 per semester.>

For the Council of Graduate Schools Resolution regarding offers of financial support, please visit: <https://www.cgsnet.org/april-15-resolution>

Again, your official contract with many more details will arrive shortly from the Graduate School. In the meantime, don't hesitate to call <contact number> or email me at <contact email> if you have questions.

Sincerely,

<Name>

<Title>

Department of <name>

<Contact email> / <Contact Phone>