

To incorporate into your letter. It assumes you have already indicated that they have been accepted into Program <Name> in Department <Name>...

We are also pleased to offer you a graduate assistantship in the Department. This includes \$5,000 of stipend per semester, paid out over August through December for the fall semester and January through May for the spring semester. The assistantship also includes payment of tuition for up to 9 credit hours per semester for coursework required as part of your program. This assistantship requires you to maintain status as a graduate student in good standing during each semester of support. The total annual value of the assistantship is approximately \$21,000. This offer is subject to renewal on an annual basis, limited to four semesters of academic-year support.

(the formatting is not required – this is just to make it stand out on this page).

For a program that requires more credit hours in some semesters, you may substitute the appropriate value in the paragraph above, adjusting the total annual value of the assistantship proportionately.

Note that the language above is for full support of a GA, whether that support is strictly from the College or cobbled from several sources. If your department is augmenting an assistantship from its own funds, you may mention that separately with a structure such as: “<Department Name> will provide <amount> of additional support in the form of <added to stipend, tuition, travel, etc.>”

If you plan to offer students a package that is less than a full assistantship, please indicate clearly on your spreadsheet use the language below.

If the partial assistantship will cover the full year:

We are pleased to offer you a <quarter/half/three-quarter> graduate assistantship in the Department. This includes a stipend of <\$2,500/\$5,000/\$7,500> for the academic year, which covers the period from mid-August through mid-May. The assistantship also includes payment of tuition equivalent to <2.5/5.0/7.5> credit hours per semester for coursework required as part of your program. This assistantship requires you to maintain status as a graduate student in good standing during each semester of support. The total annual value of the assistantship is approximately <\$5,535 / \$11,070 / \$16,605>. This offer is subject to renewal on an annual basis, limited to four semesters of academic-year support.

If the assistantship will cover one semester only:

We are pleased to offer you a <quarter/half/three-quarter/full> graduate assistantship for the <Fall/Spring> semester in the Department. This includes a stipend of <\$1,250/\$2,500/\$3,750/\$5,000> for the semester, which covers the period <mid-August through December/January through mid-May>. The assistantship also includes payment of tuition equivalent to up to <2.5/5.0/7.5/10> credit hours for coursework required as part of your program. This assistantship requires you to maintain status as a graduate student in good standing. The total value of the assistantship is approximately <\$2,770/\$5,535/\$8,305/\$11,070>. This offer may be subject to renewal in future semesters, limited to no more than four semesters of academic-year support.