



---

[Note: This document is intended to be digitally delivered]  
[DATE]

Dear [Insert Applicant's Name]:

Congratulations! You have been recommended for admission to the [Program Name] program at Colorado State University (CSU). This correspondence serves as an offer letter — official admission will follow. The recommendation for admission is subject to [the terms and conditions](#) in effect in the Graduate and Professional Bulletin. Upon the successful submission of all requirements and documentation required in your application, the Graduate School will send you a **separate** official offer of admission.

Dr. [Insert prospective advisor's name here], a/an [advisor's title], has agreed to serve as your advisor and mentor. [Add initial expectations, including meetings with advisor].

[Insert Applicant's Name] will be provided office space in [location]. [Add additional information as needed.]

With the recommendation for admission, I am/the program is pleased to offer you a [research, teaching, support] graduate assistantship. This assistantship consists of:

- A \$[amount] stipend/month for [semester of acceptance] [For International Students, departments should indicate the following: For the first year, you will be paid a stipend of \$(amount) per month for X months beginning (month, day, year) until (month, day, year).]
- [GTAs] [partial or full]-tuition remission. Non-resident domestic GTAs are expected to establish residency by the beginning of their second year at CSU. Only the resident portion of tuition will be paid for domestic students after the first year. Information on establishing Colorado residency can be found on the Office of Financial Aid [website](#).
- [GRAs] [partial or full]-tuition remission at the resident tuition rate.
- [GRAs] Financial support for the difference between resident and non-resident tuition will be provided for non-resident domestic GRAs during their first year of enrollment at CSU and for non-resident international GRAs during their tenure at CSU. [Choose appropriate text for Domestic or International student]. Non-resident domestic GRAs are expected to establish residency by the beginning of their second year at CSU. Information on establishing Colorado residency can be found on the Office of Financial Aid [website](#). For non-resident students employed as 0.5 FTE GRAS (20 hours/week), the Graduate School will pay the full difference between resident and non-resident tuition (tuition premium). For GRAs with FTEs less than 0.5, the Graduate School will pay a prorated tuition premium amount. Please visit the GRA Tuition Premium [webpage](#) for details.



- Coverage of 50% of mandatory fees as part of the new Mandatory Fee Coverage Plan. Please see the [benefits](#) page for more detail.
- Access to additional [benefits](#) including parental leave and community mental health resources.
- Graduate assistants with at least a 10-hour appointment and registered for 5 credits or more also receive a [health insurance contribution](#)
- **[Add any additional program components of the offer here.]**
- More information on managing your finances as a graduate assistant is available [here](#).

Final appointment of this assistantship is contingent upon completion of all the necessary formal documents, certification of the assistantship appointment by the Graduate School, and formal University approval. The assistantship is renewable each semester for  semesters/years, pending the availability of funds, satisfactory progress toward your degree, and your compliance with program and university guidelines including the [Student Conduct Code](#). *[Note: If the program curriculum requires more semesters that are normally funded, please include that information here.]* You must maintain a 3.000 graduate grade-point average and be enrolled in at least 1 credit hour to keep this appointment. Please note the [Terms and Conditions of Graduate Assistantship Appointments](#). In particular, this letter represents our intended commitment; however, contractual obligation occurs at the time of appointment or reappointment. Graduate assistants must be [reappointed](#) each semester based on appropriate progress. This position is at will and depends upon successful completion of a background check.

In exchange for this assistantship, you will be expected to work  hours per week, never to exceed 20 hours per week. The duties begin the first day of the semester and end on the last day of the semester. You will be assigned the specific duties and responsibilities for this assistantship closer to the start of the semester.

**[International:]** Teaching Assistants must meet oral [English proficiency requirements](#) as defined in the Graduate and Professional Bulletin. Students required to demonstrate English proficiency for acceptance will also be evaluated for their ability to communicate orally in English by their department.]

You will be responsible for paying the remainder of any CSU student fees while holding this appointment, as applicable. These fees include:

- General fees
- University technology fee
- University facility fee
- University alternative transportation fee
- There may be additional CSU Health Network and University Counseling Center fees for partial fee-paying students (5 credits or less).
- Some colleges charge additional fees
- Some programs charge differential tuition



The schedule of [graduate tuition and fees](#) is available from the Office of Financial Aid.

You are likely to have additional expenses (for example, housing deposits, rent, books, transportation, parking, food, clothing, outerwear, and other living expenses) to pay before your first stipend payment, so arrive with sufficient funds for these additional costs. Fee payments are due early in the semester, but after your first stipend payment.

For more information on additional funding opportunities and financial aid, visit the Graduate School [Financial Aid Opportunities](#) webpage.

All graduate students are encouraged to visit our online [Graduate Student Orientation resources](#) and to attend the all-campus orientation hosted by the Graduate School scheduled for [X]. Please look for more information in your @colostate.edu email. Teaching Assistants have a mandatory orientation and training on [X]. **[International:** International students have [additional orientation and mandatory sessions](#) through the Office of International Programs.]

**[International:** Since you are a Foreign National on a limited visa, it will be your responsibility to understand the immigration regulations governing your visa status in the United States and to work closely with your advisors at the Office of International Programs for assistance in maintaining status.]

**[Include program supplemental information here.]**

You would be accepting this assistantship under the terms and conditions outlined above and under the [Terms and Conditions of Graduate Assistantship Appointments](#). If **[Insert Applicant's Name]** accepts this offer, we will expect that they participate fully as a community member in **[Program Name]** as well as CSU more broadly, including following CSU's [Principles of Community](#). There are many opportunities to learn and grow intellectually here, as well as to contribute to the community. We expect students to invest genuinely in the program, in terms of attending events that include, in addition to formal course requirements, seminars, speakers, professional development, social events, and more. Being engaged in the community will increase personal and intellectual growth, as well as help to foster the enriching and collaborative environment that we strive for in our program. We look forward to seeing you here at CSU!

Sincerely,

**YOUR NAME**  
**YOUR TITLE**

