(on department letterhead)

Month Day, 20XX

Dear Mr./Ms/Miss APPLICANT,

Congratulations! We are delighted to inform you that the Admissions Committee in the Department of XXXX at the University of Texas at San Antonio has recommended your admission to the PhD/MS degree program in XXXXXX for the Fall/Spring 20XX semester. Your selection from a pool of outstanding applicants is an indicator of our confidence in your ability to successfully undertake the challenges of this program. This decision is contingent upon final review and approval by the UTSA Graduate School. If approved, you will receive an official admission offer letter shortly.

Should you accept this offer, you will be appointed to Dr. XXXXXXX as your supervisor. The offer includes the following:

* Appointment as a Graduate Research/Teaching/Service/Administrative Assistant (GRA/GTA/GSA/GAA) for 19/13/10 hours per week for 4.5 months/9 months/12 months. As a student employee, you will earn PhD: $9,375/$18,750/$25,000; MS: $5,625/$11,250/$15,000 during your appointment period.
* Tuition and Fees: To be paid directly on your behalf and cover 9 credit hours in Fall and Spring, and 3 credit hours in Summer up to a maximum of $11,350 (Optional – delete if does not apply)
* Student Health Insurance: Up to $3,313 package through UT System Student Health Insurance Plan (Optional – delete if does not apply)
* Competitive Scholarship: $1,000 that will provide in-state tuition eligibility (Optional – delete if does not apply)
* Stipend: $XX,XXX to assist with living expenses (Optional – delete if does not apply)

This financial package represents approximately $XX,X00.00 in support and is provided for 4.5 months/9 months/12 months. This support is provided only to students without outside employment. Note that receipt of this award may be taxable and may prevent you from obtaining other sources of financial aid. You should check with the Office of Student Financial Aid (https://onestop.utsa.edu/financialaid/) if you have questions.

You are eligible for the award for up to (1/2) years. All financial support beyond the first year is contingent upon availability of funds, and upon you making satisfactory academic and research progress towards the completion of your degree requirements. In addition, you must meet the following requirements:

1. Be in good academic standing;
2. Maintain a minimum semester GPA and cumulative GPA of 3.0 for all coursework; and
3. Be enrolled at UTSA for a minimum of 9 semester credit hours during the fall and spring semesters and a minimum of 3 semester credit hours during the summer session.

With your signature and date, please indicate below if you are accepting or declining admission and financial support provided in this letter and return your decision to [XXXX@utsa.edu](mailto:XXXX@utsa.edu) (GAR or dept. admin) by (add a decision date). We appreciate receiving your decision from you by this date, so that we may extend the offer to other prospective students should you decide not to join us in the Fall/Spring semester.

Optional: only applicable prior to April 15, delete if does not apply:

In accordance with the [Council of Graduate Schools’ Resolution](http://cgsnet.org/april-15-resolution), you may consider other offers of admission and financial support until the April 15 deadline. After April 15, your decision is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline. We will rescind the offer after the April 15 deadline, unless we have granted you, in writing, an extension of the deadline for your decision.

Sincerely,

GAR or Chair

( ) I accept ( ) I respectfully decline the offer of admission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)

( ) I accept ( ) I respectfully decline the financial package offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (Date)