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:

This financial package represents approximately $XX,X00.00 in support and is provided for 12 months. 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. This support is provided only to students without outside employment.[[1]](#footnote-1)

Award 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 this offer and return your decision to [XXXX@utsa.edu](mailto:XXXX@utsa.edu) (GAR or dept. admin) by (add a decision date).

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)

1. 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. [↑](#footnote-ref-1)