

**TEMPLATE  
LETTER OF GRADUATE ADMISSION WITH  
NO FINANCIAL SUPPORT**

*This template is a guide for writing admission letters to new, incoming graduate teaching or research assistants. Admission letters are recruiting tools, but they must also clearly inform students about the fees or other costs they will have to pay out of pocket. Complete the letter as indicated below in caps according to details of the graduate program. Delete any text that does not apply, insert any additional information relevant to the offer, and check hyperlinks for accuracy. Print letters on department or school letterhead. Direct any questions about this template to the Office of Graduate and Postdoctoral Studies at [ogps@tulane.edu](mailto:ogps@tulane.edu).*

[DATE]

[FIRST NAME LAST NAME]  
[STREET ADDRESS]  
[CITY, STATE ZIP]

Dear [STUDENT'S FIRST NAME]:

I am pleased to offer you admission to the [MASTER'S/DOCTORAL] program in [NAME OF PROGRAM] at Tulane University! [INSERT A FEW POSITIVE, ENTHUSIASTIC STATEMENTS ABOUT DEPT, DEGREE PROGRAM, FACILITIES, STUDENTS AND/OR FACULTY ETC.]

[INSERT INFORMATION ABOUT STUDENT'S FACULTY ADVISER/MENTOR/TA SUPERVISOR OR LAB ASSIGNMENT.]

Information on the cost of tuition and fees for the School of [SCHOOL NAME] can be found at <http://pandora.tcs.tulane.edu/acctrec/tuition.asp>.

Tulane requires that all students have health insurance coverage. This requirement can be met by subscribing to the Tulane-sponsored plan from Aetna, or by providing proof of other coverage. The cost for 201X-201X will be approximately \$[XXXX] for individual coverage for 12 months. Coverage for family members is available at additional cost. To learn more about the plan, please visit the University Student Health Center website at <http://tulane.edu/health/insurance-information.cfm>.

New graduate students in the Department of [DEPARTMENT NAME] are expected to attend an orientation program on [DATE]. Classes begin August 2X, 201X.

**For international students:** International graduate students for whom English is not their native language are expected to attend an intensive English as a Second Language (ESL) program for two weeks just prior to the start of classes, August X through XX, 201X. Further details will be provided.

**For letters sent prior to April 15:** To accept this offer, please sign a copy of this letter in the space provided and return it to me as soon as possible, but no later than April 15th.

**For letters sent after April 15:** To accept this offer, please sign a copy of this letter in the space provided and return it to me no later than 10 days after receipt.

Do not hesitate to contact me should you have any questions. I can be reached by phone ([PHONE NUMBER]) or email ([EMAIL ADDRESS]). General information can be found on our website at [DEAPRTMENT URL]. We look forward to having you in our program!  
Best Regards,

[NAME]

[TITLE]

- I accept the offer of admission for the 201X-201X academic year.
- I decline the offer.

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Print Name

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Signature

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Date