

**TEMPLATE
LETTER OF GRADUATE ADMISSION WITH
RESEARCH/TEACHING ASSISTANTSHIP**

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.

[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! In addition, the Department of [DEPARTMENT NAME] has awarded you a Graduate [RESEARCH/TEACHING] Assistantship for the 201X-201X academic year. The assistantship provides a stipend of \$XXXX, paid out over XX months, and a tuition waiver for [#] credits, the minimum required registration (___ each Fall and Spring). The tuition waiver is valued at approximately _____.

[INSERT A FEW POSITIVE, ENTHUSIASTIC STATEMENTS ABOUT DEPT, DEGREE PROGRAM, FACILITIES, STUDENTS AND/OR FACULTY ETC.]

The assistantship requires [#] hours of work per week beginning August XX, 201X through May XX, 201X. [INSERT BRIEF INFORMATION ON STUDENT'S RESEARCH/TEACHING ASSIGNMENT.]

Pending available funding, we plan to continue your assistantship appointment for a term of [#] years. This appointment will be renewed automatically each year, pending satisfactory performance, required registration and maintenance of an overall graduate GPA of 3.0 or higher.

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

For offers with full health insurance coverage: Your assistantship includes the cost of the Tulane-sponsored individual health insurance plan from Aetna, valued at approximately \$[XXXX]. 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>. Tulane requires that all students have health insurance coverage. If you do not enroll in the Aetna plan, you will have to provide proof of other coverage.

For offers with health insurance subsidy: Your assistantship includes a subsidy toward the cost of the Tulane-sponsored individual health insurance plan from Aetna. Approximately [XX]% of the \$[XXXX] annual health insurance premium will be provided. 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>. Tulane requires that all students have health insurance coverage. If you do not enroll in the Aetna plan, you will have to provide proof of other coverage.

For offers with no health insurance coverage: 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>.

Graduate assistants are responsible for paying student fees not covered by tuition waiver. Student fees per semester are approximately \$XX. Information on the cost of fees can be found at <http://pandora.tcs.tulane.edu/acctrec/tuition.asp>.

For student visits: To learn more about Tulane University and the Department of [DEPARTMENT NAME], we invite you to travel to New Orleans for our Prospective Student Program on [DATE]. While here you will have the opportunity to meet with faculty and graduate students, see the campus, and hear about research opportunities. [PROVIDE FURTHER LOGISTICAL DETAILS HERE OR PROVIDE URL WHERE THEY CAN BE FOUND.]

New graduate students in the Department of [DEPARTMENT NAME] are expected to attend an orientation program on [DATE]. Classes begin August 2X, 201X. If you will be a teaching assistant, you are required to attend the New Graduate Student Instructor Orientation held the Thursday before classes begin.

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, 20XX. 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 ten 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 [DEPARTMENT URL]. We look forward to having you in our program!

Best Regards,

[NAME]

[TITLE]

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

Print Name

Signature

Date