**Instructions:**

1. Use this template for students you want to admit into your degree program AND offer financial support through employment as a graduate assistant (TA, RA, or GA).
2. Add other information that may be pertinent to the admission of the student.
3. Awards not related to a work assignment such as scholarships and fellowships, etc., can be included in this letter.
4. The details of the proposed GA appointment should be described in a separate letter of appointment.
5. If more than one academic or administrative unit are making commitments for employment, two separate Letters of Appointment should be provided to the student.
6. Remove language from header and footer.

[date]

[name]

[address]

Dear [name]:

Congratulations! I am pleased to offer you [insert condition admission language if applicable] admission into the [major] [specify degree – Master’s, Ph.D., etc.] at the University of Florida, Department of [unit] beginning [semester and year]. In addition to an invitation to join our academic program, we would like to offer you an appointment as a [include title of position and all available details with regards to the appointment and anticipated work assignment]. Pending academic success in the program, we are committed to provide funding for [indicate number of years of commitment] years. The specific details for each year’s graduate assistant appointment and work assignment will be provided in a separate Letter of Appointment.

Attached please find your Letter of Appointment that provides details about this funding offer for the [academic or calendar year dates]. [Include this sentence if you are sending the Letter of Appointment or other documents with this letter]

The University of Florida has a mandatory health insurance requirement for all newly admitted or re-admitted students who are enrolled at least half time in a degree-seeking program and are attending any campus of the University of Florida.  More information can be found at the following website: <http://healthcompliance.shcc.ufl.edu/>

The University of Florida participates in the Council of Graduate School’s resolution regarding acceptance of an offer of financial support. The resolution can be viewed at <http://www.cgsnet.org/april-15-resolution>. It indicates that you are not required to provide a formal response to this offer prior to April 15, although you are certainly free to do so. Please sign, date and return both letters to me at your earliest convenience, but not later than [insert any date after April 15].

Students are the lifeblood of the University of Florida’s graduate programs. Your successful academic and personal growth through education and research at the University of Florida are a critical part of our mission and priorities. Therefore, I hope that you will accept our offers of admission and financial support. I look forward to meeting you [include specific information about upcoming events or meetings]. Please contact me at [352- ###-####] or by e-mail at [###.ufl.edu] if you have questions about this offer or the program. I also recommend you visit our [graduate student handbook at the following link -- department should add more information specific to their program].

Sincerely,

Name

Enclosure

Signature from Applicant

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

(Students Name) Date