**Last Updated: April 8, 2019**

**Instructions:**

1. Use this template for graduate students you want to admit into your degree program but **DO NOT** plan to immediately offer an appointment for graduate assistant (RA, TA, GA) employment.
2. Awards not related to a work assignment such as scholarships and fellowships, etc., can be included in this letter.
3. Add other information that may be pertinent to the admission of the student.
4. Letter must be printed on official UF letterhead.
5. Remove language from header and footer.

[Insert date]

[name]

[address]

Dear [name]:

Congratulations! I am pleased to offer you [insert conditional admission language f applicable] admission into the [major] [specify degree – Master’s, Ph.D., etc.] at the University of Florida, Department of [unit] beginning [semester and year].

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. [Use the prior language if offering scholarship, fellowship or other type of financial assistant that is not a graduate assistantship of employment] Please sign, date and return to me at your earliest convenience, but not later than [insert any date after April 15].

[Insert language regarding scholarships, fellowships, etc. if applicable]

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:

<https://healthcompliance.shcc.ufl.edu/>

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 offer of admission and look forward to meeting you on [Date].

Please contact me at [352- ###-####] or by e-mail at [###.ufl.edu] if you have questions about this offer or the program, or visit our [graduate student handbook at the following link -- department should add more information specific to their program].

Sincerely,

[From Name]

Signature of Applicant

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Name Date