Dear <name>,

We are pleased to inform you that the Admissions Committee for the Department of XXXX has recommended that you be granted admission to the (degree plan) program at the University of Colorado Boulder, beginning the (***fall/spring***) semester of ***(year***).

**Academics**

Your advisor will be <***advisor name***>, <***Advisor’s email address>***. (Insert any additional information about the advisor matching process, if applicable). The academic program is generally organized across <***x***> years, and details about the curriculum, requirements and structure of the program can be found here <***link to program requirements on Department website***>.

**Funding**

To support your studies at CU Boulder the <Department> will provide funding for each of your first <***number***> academic years, as long as you are making satisfactory academic progress toward completion of your degree, remain full-time enrolled, and have satisfactory performance in your appointment. This support may take the form of a teaching assistantship, research assistantship or fellowship, depending on the needs of the department. In the unlikely event of a shortfall of funding within the University, this intent to provide support is not, however, legally binding.

For the first academic year, your support will take the form of a <***percentage and type***> position, which is approximately **(*x)*** hours per week. This position comes with an academic year salary of approximately $**(*xxxxx***). Compensation for your appointment includes a maximum of <***x***>hours of tuition coverage for each semester. (*Include if not 45% or above*-Please note that credit hours taken over that amount will not be covered). If you choose to enroll in the CU [Student Gold Health Insurance](https://www.colorado.edu/health/cu-gold-ship), approximately 90% of the plan’s cost will be covered as part of your appointment compensation. You will also receive [dental insurance](https://www.colorado.edu/health/graduate-student-dental-insurance) at no cost to you, and coverage of [mandatory student fees](https://www.colorado.edu/bursar/costs/mandatory-student-fees). Summer support is available in the form of <***explain***>.

(information regarding any additional funding such as fellowships etc. if applicable)

Additional information regarding student faculty appointments terms and conditions may be found on the [Graduate Student Appointment Information page](https://www.colorado.edu/graduateschool/funding/departmental-funding/graduate-student-appointment-information), or you may consult with <***GPA name***> on any questions you may have about this offer of support.

**Costs**

For academic year <***current AY***>, out-of-pocket costs for first-year graduate students included approximately <***$current AY amount***> toward health insurance. You are still responsible for the one-time new student fee and international students will have an ongoing $40.00/semester immigration compliance fee. The bill due date for incoming graduate students on appointment is the *second* due date of the semester, which is after you receive your second paycheck. A tuition and fees estimator, as well a list of all due dates can be found on the [Bursar’s Office website.](https://www.colorado.edu/bursar/costs/cost-estimates)

**Acceptance of Offer of Admission**

Because of our policy of limited admission, we would appreciate a response from you, either by confirming your intent to enroll or emailing <***GPA’s or advisor’s name***> at <***email address***> as soon as possible. You are, however, under no obligation to respond to this offer of financial support prior to April 15 (fall admits only), by agreement of the member institutions of the Council of Graduate Schools (CGS). Please note that your intent to enroll is only confirmed after you have paid the enrollment deposit.

If you accept our offer of admission, you will receive more information about orientation meetings and workshops, registration, housing in the Boulder area, etc. We also invite you to visit our [Admitted Students’ page](https://www.colorado.edu/graduateschool/admissions/admitted-students).

We very much hope you will accept our offer of admission to the University of Colorado Boulder and look forward to your joining our department!

Best regards,