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| --- | --- |
|  | **<<Your Department>>**University of CincinnatiPO Box **<<Your PO #>>**Cincinnati, OH 45221-**<<your ML>>** Room **<<Office #>>, << building>>**Phone (513) **<<your phone number>>**Fax (513) **<<your fax>>** |
|  |  |

.**<<Full Name**

**Address Line 1**

**Address Line 2>>**

Dear **<<student name>>**:

It is my pleasure to inform you that your application for admission into the <<**State Specific Degree Title (Ph.D., M.S., etc.)>>** program in **<<Program Name>>** has been approved. This offer of admission is accompanied by an award offer letter for a Graduate Incentive Award (GIA). In order to accept or decline admission and the financial support offer, you will need to sign and return both (2) letters.

Please note that the total worth of the award offer is **<<$XXXX (Insert the total worth number from the GIA letter. You MUST state the exact dollar amount) >>.** Your GIA offer letter further details the percentage of tuition and fees covered or not covered by the Scholarship award.

There are some important orientation/tests that are a requirement of your admission. They include:

1. **Verification of your completed degree by official transcript sent directly from your past institutions either electronically to** **grad.admissions@uc.edu** **or by mail to: Graduate Admissions, University of Cincinnati, P.O. Box 210091, Cincinnati, OH 45221-0091.**
2. **<<Department Orientation (insert date)>>**
3. **<<Any Required Tests>>**
4. **<<Include any required training or orientation dates for the incentive award>>**

Please indicate your acceptance of this admission offer within 15 days. Per a resolution by the Council of Graduate Schools, you are not required to respond to the attached offer of financial support until April 15th

(<https://cgsnet.org/wp-content/uploads/2022/04/CGS_April15_Resolution_Apr22.pdf>). Please direct any questions or concerns about your program of study to my attention. I am looking forward to your reply.

Sincerely,

**<< Program Director Name>>, Director**

**<<Department Name>>**

I accept the offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

I decline the offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
|  | **<<Your Department>>**University of CincinnatiPO Box **<<Your PO #>>**Cincinnati, OH 45221-**<<your ML>>** Room **<<Office #>>, << building>>**Phone (513) **<<your phone number>>**Fax (513) **<<your fax>>** |
|  |  |

**<<Full Name**

**Address Line 1**

**Address Line 2>>**

Dear **<<student name>>**:

We are pleased to offer you a Graduate Incentive Award (GIA) to support your studies in pursuit of the **<<State Specific Degree Title (Ph.D., M.S., etc.)>>** degree in the **<<Program Name>>** department.

The Graduate Incentive Award (GIA) will cover **<< percentage written out (XX%)>>** tuition and **<< include any fees your program DOES choose to cover (you cannot cover the ITIE fee) and list the percentage covered and the exact dollar amount >>** fees for the 2023-24 academic year (Fall and Spring Semesters). This award does not cover the Instructional Technology Information Equipment Fee, **<<all other fees your program chooses NOT to cover and give the exact dollar amount of each fee the student will need to pay in parentheses after the fee is named >>**. The total worth of your award (tuition and fees) is **<<$XXXX (You MUST state the exact dollar amount for tuition and fees covered>>**.

Note that in order to maintain this award, you must achieve a satisfactory level of academic performance **(<< 3.0 or higher program standard>>** GPA or better), and you must register for a minimum of 1 graduate credit hour**. <<Insert any other obligations or standards your program requires to maintain the incentive award>>**.

Please indicate your acceptance of this offer of support as soon as possible. Per a resolution by the Council of Graduate Schools, you are not required to respond to offers of financial support until April 15th

(<https://cgsnet.org/wp-content/uploads/2022/04/CGS_April15_Resolution_Apr22.pdf>). Please direct any questions or concerns about your program of study to my attention. I am looking forward to your reply.

Sincerely,

**<< Program Director Name>>, Director**

**<<Department Name>>**

I accept the offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

I decline the offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_