

**Draft offer letter: international admit with aid**

January 31, 2017

Dear xxxxxxx:

It is my pleasure to inform you that I have recommended to the College of Arts and Sciences that you be admitted to study toward the Ph.D. degree in the Department of xxxxxxx beginning in the fall semester of 2017-2018. Although this decision is subject to final approval by the Dean's office, I am confident this offer of graduate admission will be endorsed by the College. In accordance with Indiana University policy, your dossier will now be reviewed by the Office of International Services (OIS) to determine your eligibility for a nonimmigrant student or exchange visitor visa.

**If funding is from an Associate Instructorship:**

We are pleased to inform you that (department) is offering you an Associate Instructorship which carries a stipend of \$(amount) for the (periods: semester or academic year). Associate Instructors are expected to spend about (number) hours each week in performing assigned duties. (Add sentence describing duties or when duties will be assigned.) The (department, school) considers the work of Associate Instructors a form of internship and part of a graduate student's academic preparation. The stipend paid to Associate Instructors is considered to be taxable income. Please complete the Personal Profile Form (ED), and sign and return the enclosed "Application and Agreement" form at your earliest convenience. This offer of an assistantship is subject to your furnishing the federally required documentation showing that you are a U.S. citizen, or that you are a nonimmigrant authorized to work in the United States for the period of the appointment upon your arrival to Bloomington.

**If funding is from a Graduate, Research, or Other Assistantship:**

We are pleased to inform you that (department) is offering you a (Graduate, Research, or other) Assistantship for (period: semester or academic year). The assistantship carries a stipend of \$(amount) for the period of appointment. (Graduate, Research, or other) Assistants generally are asked to spend at least (number) of hours each week on their assigned duties or projects. The assistantship's stipend is considered to be taxable income. Please complete the Personal Profile Form (ED), and sign and return the enclosed "Application and Agreement" form at your earliest convenience. This offer of an assistantship is subject to your furnishing the federally required documentation showing that you are a U.S. citizen, or that you are a nonimmigrant authorized to work in the United States for the period of the appointment upon your arrival to Bloomington.

**If funding is from a Graduate or Other Fellowship:**

The fellowships committee of (department) is pleased to offer you a (Graduate or name) Fellowship for (period: semester or academic year), which carries a stipend of \$(amount) for the (period). This fellowship is renewable if (conditions). The part of this fellowship which you spend on tuition, fees, books and required course supplies is considered excluded from taxable income, if these costs are not paid from any other fellowship or fee scholarship source. The rest of your fellowship is subject to taxation.

**If funding includes a Fee Remission:**

The (department or school) is pleased to offer you a fee remission for the period (semester or academic year). This fee remission is awarded on the basis of your superior academic record (or other reasons). The award covers up to 12 hours of graduate credit a semester, with a maximum of 30 credit hours in an academic year plus summer sessions. The fee remission will cover a minimum of 90% of the credit hour fees for a resident and a minimum of 95% for a non-resident. The fee remission does not cover G901, mandatory, course-related, or miscellaneous fees. You should be prepared to pay the remaining percentage of credit hour fees plus any mandatory or course-related fees which amount to approximately \$(amount). It is our understanding that these awards are non-taxable and continuation past the initial award period is dependent on your continuing to meet the academic standards set by the College of Arts and Sciences for recipients of these awards.

**[If funding is offered for more than one semester/year]:** After your first year, your support will come from a variety of sources (including fellowships, AI, or RA positions). Note that because the fee remission is a merit award, you must maintain a cumulative grade point average of at least 3.2.

**[If Offered AI Position]**

You should be aware that in order to teach you must first pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC); this examination is a university requirement. Proficiency in English is essential to your success in the graduate program. If you do not pass the TEPAIC exam, your financial award will be changed to a Research or Graduate Assistantship until you pass the TEPAIC exam.

If you have submitted any additional financial documentation which may be required to provide satisfactory evidence that you now have or will have sufficient funds to cover the costs of studying at Indiana University, OIS will send formal notification of your admission together with the appropriate visa document (Form I-20 or DS-2019).

We have an outstanding graduate program and we very much hope you will join us. The above offer of financial support expires on Saturday, April 15, 2017. Please read the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants here: [http://www.cgsnet.org/portals/0/pdf/CGS\\_Resolution.pdf](http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf). To accept this offer and confirm your intention to join our program, please respond no later than Saturday, April 15, 2017, though we would appreciate your notifying us of your decision as soon as possible.

Please create your network identification at <https://kb.iu.edu/d/achn>. Your network ID provides access to the Indiana University One.IU portal (<https://one.iu.edu>). One.IU allows you to access many things, including editing your mailing and email addresses, viewing the Course Catalogue, and viewing Transfer Credit. Eventually, you will also be able to enroll in classes, view financial aid, and view grades.

You will find a statement of the requirements and policies relating to the Ph.D. degree by accessing the University Graduate School Bulletin here: <http://graduate.indiana.edu/academics-research/bulletin.shtml>. You should thoroughly familiarize yourself with these regulations.

Sincerely,

Professor xxxxxx

Department of xxxxxx

Enclosures

cc: College of Arts and Sciences, Graduate Office  
Office of International Services/International Admissions