[Insert DATE]

Dear [insert STUDENT NAME],

On behalf of the University of Oklahoma Department/School of [insert DEPARTMENT], we are

very pleased to offer you admission to the University of Oklahoma in the [PROGRAM]. [You are encouraged to insert additional language here expressing a warm welcome and enthusiasm on behalf of your academic unit, ideally personalized to the student. E.g., “Our graduate studies committee was impressed by the strength of your credentials and by your writing sample / research experience / etc. We regard you as an outstanding candidate for graduate study and look forward to supporting your development as a scholar.”] This offer of admission is contingent on the final approval of the Dean of the Graduate College, which will be communicated separately.

Your admission includes the invitation to participate as a Graduate Teaching Assistant. The duties associated with your assistantship will start on [insert START DATE, e.g., Aug. 16, 2024] and will end on [insert END DATE, e.g., May 15, 2025]. [Note that the start and end date of duties need not align with the biweekly pay period dates.] You will receive a stipend of [insert total SALARY AMOUNT compliant with relevant stipend minimum] to be disbursed in bi-weekly payments over [insert 9 or 12] months. [If applicable, add: We anticipate supporting you for [insert NUMBER] years. You may be supported through a combination of Graduate Teaching Assistant and Graduate Research Appointments.] [If support is only for the academic year, you may wish to add details about the possibility of summer support.] The activities associated with your assistantship will not exceed 20 hours per week, although we recognize that you may invest additional time developing your teaching skills. [Insert GRADUATE LIAISON or SUPERVISOR AND TITLE] will advise and coordinate with you regarding your assistantship. You will learn more about your role near the start date. To serve as a Graduate Teaching Assistant, you must participate in the New Graduate Teaching Assistant Orientation offered by the Graduate College if you have not already done so: <https://www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship#new-gta-orientation>.

The primary purpose of your admission to the University of Oklahoma is educational in nature, and the invitation to participate as a Graduate Teaching Assistant is meant to further the academic component of your graduate study while at the University of Oklahoma. The stipend and tuition waiver are incidental to the educational aspect of your admission to the University of Oklahoma and are meant to help defray the costs associated with your admission.

This assistantship is a Qualifying Graduate Assistantship (QGA). While holding a QGA, you will receive a full tuition waiver covering the hours enrolled during the appointed semesters. Tuition waivers do not cover fees, which you can estimate using this tool: <https://www.ou.edu/bursar/tuition_fees/calculator> (for Student Level, select Qualifying Graduate Assistant).

The Graduate College Bulletin contains information about tuition waivers, the policies that govern your assistantship, and university resources available to graduate assistants: <https://www.ou.edu/gradcollege/forms-and-policies/graduate-college-bulletin#4>. Additional information is available at <https://www.ou.edu/gradcollege/cost-and-aid/graduate-assistantship>.

The assistantship provides medical coverage for you as an individual if you reside within Oklahoma and meet the eligibility requirements as outlined below.

Graduate assistantships are subject to certain limitations, including enrollment requirements and maximum allowable hours. You must be enrolled in 5 hours minimum in the fall and spring semesters, and the functions associated with your assistantship may not exceed 20 hours per week without the approval of the Graduate College. We expect your assistantship to continue as we have noted, but all decisions about the continuation of the assistantship depend on academic progress, performance, and budgetary constraints. To be eligible for this assistantship and the associated benefits, you must reside in the State of Oklahoma or be formally approved for remote work by OU Human Resources. Medical coverage cannot be provided to graduate students who reside outside Oklahoma. Coverage for eligible dependents is available at your own cost and will be payroll deducted from your paychecks that are issued from September through April. More information about dependent coverage can be found online at <https://ou.myahpcare.com/>. Please note that the IRS considers the Graduate College’s payment of your individual coverage as a non-cash benefit, which makes it subject to income tax. You will see this non-cash benefit tax on your paychecks that issue September through April.

We sincerely hope you will accept this invitation. If you wish to accept, please let me know in writing by [insert DATE; not earlier than April 15 for fall admission]. The University of Oklahoma subscribes to the terms of the Council of Graduate Schools *Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants*: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>.

If you have further questions, please contact [insert CONTACT INFO]. We look forward to welcoming you to the University of Oklahoma!

Sincerely,

[Insert SIGNATURE]

Useful web links:

[Insert DEPT. NAME & WEB LINK]

Graduate College <http://www.ou.edu/gradcollege/>

Student Health Plan <https://hr.ou.edu/shp>

Payroll <https://www.ou.edu/payroll/my-pay>

Financial Aid <https://www.ou.edu/sfc>

International Student Services <https://www.ou.edu/cis/iss/>

Please sign below and return to indicate your acceptance of this offer by [insert DATE].

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Signature Line Date