



University of Kentucky
College Name Goes Here And It
Can Overflow
School or Department Name Goes Here
Room # Building Name (extra
line if needed) Lexington,
KY 40506
P: 859-257-xxxx
F: 859-257-xxxx
www.uky.edu

[Insert Date]

Dear **Name**,

On behalf of the **Enter your program name here** in the Department of **Department Name here** at the University of Kentucky, I am very pleased to inform you that your admission has been recommended to the Dean of the Graduate School. This offer is contingent on meeting all requirements for admission and your final admission decision will come from the Graduate School.

We are also pleased to offer you a Teaching Assistantship for the academic year **[specify academic year, if this offer starts in the spring, provide specific semesters- for example Spring 2024, Spring 2024 and Fall 2024]** that provides a stipend of **[Specify stipend amount here]**. Additionally, this assistantship provides full tuition up to the cost of the [standard graduate tuition rate](#) based on enrollment and graduate student health insurance coverage. **[Insert any additional funding provided by the program or College here, including travel support, summer funding, etc.]**.

The total support you will receive, including tuition, stipend, health insurance, and any other funds will be approximately \$**[total amount]**. **Note that tuition, fee, and health insurance rates for 2024-25 will be set by** the Board of Trustees at its Summer 2024 meeting. **Your** stipend will be paid in bi-weekly amounts of \$**[xxx.xx]** from August through May **[change as appropriate]**. You will receive the first of your biweekly stipend payments at the close of the pay period in which you are hired, contingent upon all required documentation being in place. Graduate students are responsible for living expenses, food, textbooks, and certain course and activity fees. Please note that stipend funding is taxable income and will be subject to applicable federal and state taxes.

You are required to report to campus by the start of the semester **[Date]** and in time to attend orientation **(August/January), 20XX**.

This Teaching Assistantship is a commitment of no more than 20 hours per week. Special permission is required should a teaching assistant want to take on additional work. You will be expected to meet your research obligations, be prepared to handle instructional assignments, remain in good academic standing, maintain a full-time course load, and make satisfactory progress (e.g. maintaining a minimum 3.0 GPA) toward completion of your degree. The teaching assistantship may be rescinded if the conditions of the appointment are not met at any point during the appointment.

A Teaching Assistant must be enrolled in nine credit hours and not more than twelve credit hours each semester. Please note that the tuition scholarship does not cover audited courses, undergraduate courses, courses taken as Pass/Fail, or courses unrelated to the pursued degree. Exceptions include

pedagogy courses, other professional development courses, and courses taken in pursuit of a graduate certificate.

The University of Kentucky aims to train our graduate students in the best practices of instruction and to offer structured opportunities to activate and hone these practices. The first obligation of your teaching assistantship will be attending orientations provided by The Graduate School and by your academic program. Please stay in touch with the Director of Graduate Studies [enter name and email] and with the TA coordinator [---] about exact dates, as both orientations are mandatory. In addition, you will be expected to continue your professional development through opportunities offered each semester by the Graduate School, the Center for the Enhancement of Learning and Teaching (CELT), and your department.

This assistantship is renewable for academic year [2024-2025]. It has been the practice of this program to support PhD students on teaching assistantships [and/or grants] for a minimum of [four] years if they are in good academic standing, making adequate progress towards the degree, and performing duties satisfactorily. You will have an opportunity to contribute to and respond to the program's annual review of your progress toward degree. [If a typical student in the program can ordinarily expect to receive further funding in later years, mention it here with as much specificity as you can. For example, "Most PhD students in this program are supported, after passing exams, by research grants." Or "Students in our program have an excellent record of successful application for external support of their research."]

At your earliest convenience, you should ensure that you have submitted official transcripts and any required test scores, as these are required for you to be admitted by the Graduate School. You should look for specific requirements in communications from the Graduate School.

Please inform us in writing of your decision [how should they inform the department of decision] no later than April 15, [20XX]. In accordance with the Council of Graduate Schools' (CGS) resolution, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15.

If you accept this offer, we will contact you regarding employment requirements to meet federal and state laws. This offer of a Teaching Assistantship is contingent upon your ability to successfully present documents that verify your identity, employment authorization, and a completed background check.

[Signature block]