

## Graduate Assistantship Award Letter Example

**\*\*ON LETTERHEAD\*\***

(Date)

(Student Information)

Dear (Student),

The XXXXXXXX department at Colorado State University would like to offer you a graduate assistantship to help fund your studies. You will be paid a stipend of (amount) per month for X months beginning (month, date, year) until (month, date, year). The assistantship will cover all tuition expenses during your appointment\*. Payment of student fees, insurance, books, and living expenses are your responsibility\*\*. The GRA appointment is considered a half-time position\*\*\*.

(Signature of advisor)

(Advisor name, department, and contact information)

\*If tuition is not fully covered please state the specific amount or percentage that the department will cover. If tuition is not covered at all, please state that tuition is the student's responsibility.

\*\*If fees, insurance, books, and/or living expenses are fully or partially covered, please state which expenses the department will cover.

\*\*\*Assistantships may be less than half-time, but cannot be more than half-time. International students cannot work more than 20 hours per week on campus while school is in session.