

02/03/23 - Updated to reflect UCOP 02/01/23 Guidance

Guidance to Graduate Departments/Programs on preparing letters of financial support for admitted PhD and MFA applicants

The purpose of this communication is to provide guidance about what might be included in your program-specific financial support letters to admitted PhD and MFA applicants.

Department/program financial support letters for admitted applicants are best sent out shortly after the Division of Graduate Education and Postdoctoral Affairs (GEPA) Dean's offer of admission.

However, knowing that during the busiest time of admissions there may be a delay between department nomination and the Division offer of admission, it is possible to send out the department/program letters of financial support to applicants who have been nominated for admission and are currently under review by Graduate Admissions as delegated by GEPA Dean.

All letters of Financial Support must be uploaded into Slate no later than 30 days prior to the quarter of matriculation.

Below is guidance on the language for letters of financial support.

Dear ____,

*If official offer of admission **has not been issued** from Graduate Admissions:*

On behalf of the <Department/Program Name> Department/Program it is a pleasure to inform you that you have been recommended for admission to the Dean of the Division of Graduate Education and Postdoctoral Affairs. Upon successful evaluation of your credentials by Graduate Admissions, the Division will send you an official offer of admission.

We are excited about the prospect of having you join our program. In anticipation of your admission to the <Department/Program name> we would be pleased to offer you the following financial support package.

*If official offer of admission **has been issued** from Graduate Admissions:*

Congratulations on being admitted to the <Department/Program Name> for the <2023-2024> academic year. We are excited about the prospect of having you join our program, and we are pleased to offer you the following financial support package.

Describe financial support in narrative form. Include description of fellowship, TA-ship, or GSR-ship as applicable.

Include the following language:

Financial support in the department/program is contingent upon full-time registration (12 units/quarter), satisfactory progress toward degree completion, and campus support time limits.

Please note that, in the event you are admitted with an extramural award and/or contract which covers your tuition and fees, the funds from that primary source of support will be used first (subject to any explicit restrictions provided by the source as a contingency of support). Any subsequent award/tuition and fee remission made from University funds will be used only in the case of a shortfall in the primary source of support. Should you receive an extramural award subsequent to this letter a revised letter will be issued to you that supersedes this letter.

Include in each Dept/Program financial support letter

<A clear breakdown of the financial support offer for the first year. Below is an example of financial support components that might apply. It is not exhaustive. Select and include components that are applicable to the support being offered. We advise that you do not specify TA vs. GSR - leave it generic - and then provide specific offers of employment via the IA system.>

A summary of your first year award for <9/12> months is below.

Financial Support Package Summary	First Year
Fellowship Stipend ¹ (if applicable; list specific sources)	
TA or GSR Appointment Minimum ² Salary (if applicable)	

¹ Not contingent on employment or expectations of service to the University.

² During terms in which you are employed, your compensation will be governed by the collective bargaining agreement(s) which cover your employment title. Salary listed assumes wage rate listed is associated with a Salary Point 1 of a 50% Teaching Assistant or GSR appointment, whichever is lower (see [UC Salary Scales](#), Tables 18 and 22).

Summer Employment ³ (if applicable)	
Department/Program Stipend (if applicable) ⁴	
Tuition and Fee Remission/Payment (includes Health Insurance)	
Non-resident Supplemental Tuition Payment (if applicable)	
Document Fee (one-time newly admitted students) (If applicable)	
International Student Visa Administration Fee (if applicable)	
Total amount of financial support package	

IMPORTANT!!! For those who will be Teaching Assistants, include information about the English Language Requirement for incoming international graduate students.

Teaching Assistants: International graduate student language proficiency requirement

International graduate students who are non-native speakers of English must be certified as having requisite language proficiency before serving as a Teaching Assistant.

To learn about English language certification go to:

<https://grad.ucsd.edu/financial/employment/ases/international-tas.html>

Save the Date for the <Department/Program name> Admitted Students Day on <insert date>

<If the department/program has a planned Admitted Students Day, include or link to relevant details.>

We hope you will decide to join our program in <Fall 2023>!

³ During terms in which you are employed, your compensation will be governed by the collective bargaining agreement(s) which cover your employment title. Salary listed assumes rate associated with applicable Teaching Assistant or GSR wage rate (see [UC Salary Scales](#), Tables 18 and 22).

⁴ This is a one-time fellowship award not contingent on employment or expectations of service to the University.