**Incoming GA Recruitment Letter Template**

**This is an optional cover letter that can be issued along with the offer letter for a new, incoming GA.**

**Note: If applicable, there is a space to include departmental fellowship information below, however, there is also a** [**Departmental Fellowship Award Letter Template**](https://grad.media.uconn.edu/wp-content/uploads/sites/2114/2024/01/Dept-fellowship-award-letter-template.docx?_gl=1*1x5hslg*_gcl_aw*R0NMLjE3MDU0MzA5MTcuRUFJYUlRb2JDaE1JbjdieG9zVGlnd01WaEI1N0J4MzRqd0ZWRUFBWUFTQURFZ0pCc3ZEX0J3RQ..*_gcl_au*MTc1MDE4NjEwNi4xNzA1MDg4NTYw)**, which can be used in conjunction with the template below. If using both templates, the fellowship terms should only be outlined in one letter.**

[**DATE**]

[**GA’S LEGAL NAME &**

**MAILING ADDRESS**]

Dear [**NAME**]:

I am pleased to inform you that the [**department name**] has accepted your application to the [**doctoral/master’s**] program for the [**semester/academic year**]. This offer of admission is contingent upon final review and acceptance of your application by The Graduate School.

We plan to offer you an appointment as a Graduate Assistant (GA). Detailed information and the terms of the appointment for the [**semester/academic year**] appear in the attached offer letter. Students admitted to this program with financial support can generally expect up to [**number of years**] years of support, subject to the continued availability of funds, departmental needs, and satisfactory progress in your degree program.

Your appointment as a GA provides a tuition waiver for as long as your appointment continues. Should your appointment not continue for any reason, you will no longer receive a tuition waiver. For an out-of-state student who receives a full waiver for each semester they are appointed as a GA, the value of this waiver is approximately $40,000 per year. For an in-state student who receives a full waiver for each semester they are appointed as a GA, the value of this waiver is approximately $18,000 per year. GAs pay reduced student fees as negotiated by the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW).

In addition to a tuition waiver, the University provides GAs with an opportunity to purchase subsidized health insurance under the Connecticut Partnership Plan. More information about the medical and dental insurance plan is available at the following website: <http://www.hr.uconn.edu>.

**Insert any additional, department-specific information, including fellowship information here. If the department plans to supplement the GA offer with a departmental fellowship, details about that fellowship should either appear here or refer the applicant to an attached fellowship award letter created using the** [**Departmental Fellowship Award Letter Template**](https://grad.media.uconn.edu/wp-content/uploads/sites/2114/2024/01/Dept-fellowship-award-letter-template.docx?_gl=1*jmr8bp*_gcl_aw*R0NMLjE3MDU0MzA5MTcuRUFJYUlRb2JDaE1JbjdieG9zVGlnd01WaEI1N0J4MzRqd0ZWRUFBWUFTQURFZ0pCc3ZEX0J3RQ..*_gcl_au*MTc1MDE4NjEwNi4xNzA1MDg4NTYw)**. Fellowship details should never be included in the GA offer letter.**

**If including fellowship details on this template, the following language regarding the taxability of their fellowship award must be included:** Fellowship payments are subject to federal and state income taxes unless the payment is used to pay for *qualified tuition and required enrollment fees*. You will be personally responsible for any income taxes resulting from the receipt of this fellowship payment. You should be advised that fellowship payments used to pay for travel, supplies or equipment used in your independent research are not exempt from taxation. Fellowship payments, although taxable, are not subject to income tax withholding if paid to a U.S. citizen or resident alien. It is the **sole responsibility of the student** to report and pay taxes on the taxable portion of any fellowship, stipend, award or grant that they receive. Consistent with IRS guidance, the University does not withhold taxes on the taxable portion of fellowships, stipends, awards or grants except in limited circumstances involving nonresident aliens. If you are a nonresident alien, federal income taxes may be required to be withheld from your payment unless you qualify for exemption by way of an income tax treaty between the United States and your country of tax residence. Fellowship recipients may wish to consider making estimated federal and state income tax payments. Additional details, and answers to many frequently asked questions, may be found on the following websites:

* <https://tax.uconn.edu/student-tax-faqs/>
* <https://bursar.uconn.edu/1098-t/1098-t-faq/>
* <https://www.irs.gov/pub/irs-pdf/p970.pdf>

We hope you’ll join us here at UConn. Please don’t hesitate to reach out with any questions you may have.

Sincerely,

Department Head

*Template revised: February 2024*

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**Continuing GA Cover Letter Template**

**This is an optional cover letter that can be issued along with the offer letter for a continuing GA who will also receive another type of financial support, such as a fellowship.**

**Note: If applicable, there is a space to include departmental fellowship information below, however, there is also a** [**Departmental Fellowship Award Letter Template**](https://grad.media.uconn.edu/wp-content/uploads/sites/2114/2024/01/Dept-fellowship-award-letter-template.docx?_gl=1*1x5hslg*_gcl_aw*R0NMLjE3MDU0MzA5MTcuRUFJYUlRb2JDaE1JbjdieG9zVGlnd01WaEI1N0J4MzRqd0ZWRUFBWUFTQURFZ0pCc3ZEX0J3RQ..*_gcl_au*MTc1MDE4NjEwNi4xNzA1MDg4NTYw)**, which can be used in conjunction with the template below. If using both templates, the fellowship terms should only be outlined in one letter.**

[**DATE**]

[**GA’S LEGAL NAME &**

**MAILING ADDRESS**]

Dear [**NAME**]:

I am pleased to inform you that we plan to reappoint you as a Graduate Assistant (GA). Detailed information and the terms of the appointment for the [**semester/academic year**] appear in the attached offer letter. Students admitted to this program with financial support can generally expect up to [**number of years**] years of support, subject to the continued availability of funds, departmental needs, and satisfactory progress in your degree program.

Your appointment as a GA provides a tuition waiver for as long as your appointment continues. Should your appointment not continue for any reason, you will no longer receive a tuition waiver. For an out-of-state student who receives a full waiver for each semester they are appointed as a GA, the value of this waiver is approximately $40,000 per year. For an in-state student who receives a full waiver for each semester they are appointed as a GA, the value of this waiver is approximately $18,00. GAs pay reduced student fees as negotiated by the Graduate Employee Union Local 6950 – International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (GEU-UAW).

In addition to a tuition waiver, this continued assistantship includes the opportunity to continue to purchase subsidized health insurance under the Connecticut Partnership Plan. More information about the medical and dental insurance plan is available at the following website: <http://www.hr.uconn.edu>.

**If the department plans to supplement the GA offer with a departmental fellowship, details about that fellowship should either appear here or refer the applicant to an attached fellowship award letter created using the** [**Departmental Fellowship Award Letter Template**](https://grad.media.uconn.edu/wp-content/uploads/sites/2114/2024/01/Dept-fellowship-award-letter-template.docx?_gl=1*jmr8bp*_gcl_aw*R0NMLjE3MDU0MzA5MTcuRUFJYUlRb2JDaE1JbjdieG9zVGlnd01WaEI1N0J4MzRqd0ZWRUFBWUFTQURFZ0pCc3ZEX0J3RQ..*_gcl_au*MTc1MDE4NjEwNi4xNzA1MDg4NTYw)**. Fellowship details should never be included in the GA offer letter.**

**If including fellowship details on this template, the following language regarding the taxability of their fellowship award must be included:** Fellowship payments are subject to federal and state income taxes unless the payment is used to pay for *qualified tuition and required enrollment fees*. You will be personally responsible for any income taxes resulting from the receipt of this fellowship payment. You should be advised that fellowship payments used to pay for travel, supplies or equipment used in your independent research are not exempt from taxation. Fellowship payments, although taxable, are not subject to income tax withholding if paid to a U.S. citizen or resident alien. It is the **sole responsibility of the student** to report and pay taxes on the taxable portion of any fellowship, stipend, award or grant that they receive. Consistent with IRS guidance, the University does not withhold taxes on the taxable portion of fellowships, stipends, awards or grants except in limited circumstances involving nonresident aliens. If you are a nonresident alien, federal income taxes may be required to be withheld from your payment unless you qualify for exemption by way of an income tax treaty between the United States and your country of tax residence. Fellowship recipients may wish to consider making estimated federal and state income tax payments. Additional details, and answers to many frequently asked questions, may be found on the following websites:

* <https://tax.uconn.edu/student-tax-faqs/>
* <https://bursar.uconn.edu/1098-t/1098-t-faq/>
* <https://www.irs.gov/pub/irs-pdf/p970.pdf>

Please don’t hesitate to reach out with any questions you may have.

Sincerely,

Department Head

*Template revised: February 2024*