[Note: This document is intended to be digitally delivered]

[*DATE*]

Dear [*Insert Applicant’s Name*]:

Congratulations! You have been recommended for admission to the [Program Name] program at Colorado State University (CSU). This correspondence serves as an offer letter — official admission will follow. The recommendation for admission is subject to [the terms and conditions](https://catalog.colostate.edu/general-catalog/graduate-bulletin/admissions-requirements-procedures/) in effect in the Graduate and Professional Bulletin. Upon the successful submission of all requirements and documentation required in your application, the Graduate School will send you a ***separate*** official offer of admission.

Dr. [*Insert prospective advisor’s name here*], a/an [*advisor’s title*], has agreed to serve as your advisor and mentor. [*Add initial expectations, including meetings with advisor*].

[*Insert Applicant’s Name*] will be provided office space in *[location*]. [*Add additional information as needed.*]

*Choose as appropriate:*

[At this time, we are unable to offer you any funding. *If you think funding may become available, you can note that here]*

*OR*

*[If you have alternative funding to a graduate assistantship such as student hourly work this can be noted here.* At this time, we are able to offer student hourly work at $[*amount*]/hour for approximately *X* hours per week beginning *X* and ending *X*. You will be paid bi-weekly and are not eligible for benefits. Employment is dependent upon a background check, and the position is at will.]

Information on current [graduate tuition and fees](https://financialaid.colostate.edu/base-tuition/) is available from the Office of Financial Aid.

Additional fees for graduate students, as applicable, include:

* General fees
* University technology fee
* University facility fee
* University alternative transportation fee
* There may be additional CSU Health Network and University Counseling Center fees for partial fee-paying students (5 credits or less).
* Some colleges charge additional fees
* Some programs charge differential tuition

You are likely to have additional expenses (for example, housing deposits, rent, books, transportation, parking, food, clothing, outerwear, and other living expenses) to pay before your first stipend payment, so arrive with sufficient funds for these additional costs.

For more information on additional funding opportunities and financial aid, visit the Graduate School [Financial Aid Opportunities](https://graduateschool.colostate.edu/financial/financial-aid-opportunities/) webpage.

All graduate students are encouraged to visit our online [Graduate Student Orientation resources](https://graduateschool.colostate.edu/orientation/) and to attend the all-campus orientation hosted by the Graduate School scheduled for [X]. Please look for more information in your @colostate.edu email. [*International:* International students have [additional orientation and mandatory sessions](https://international.colostate.edu/isss/programs-events/international-orientation/) through the Office of International Programs.]

[*International:* Since you are a Foreign National on a limited visa, it will be your responsibility to understand the immigration regulations governing your visa status in the United States and to work closely with your advisors at the Office of International Programs for assistance in maintaining status.]

[*Include program supplemental information here.*]

We will expect that you will participate fully as a community member in [*Program Name*] as well as CSU more broadly, including following CSU’s [Principles of Community](https://diversity.colostate.edu/resources/principles-of-community/). There are many opportunities to learn and grow intellectually here, as well as to contribute to the community. We expect students to invest genuinely in the program, in terms of attending events that include, in addition to formal course requirements, seminars, speakers, professional development, social events, and more. Being engaged in the community will increase personal and intellectual growth, as well as help to foster the enriching and collaborative environment that we strive for in our program. We look forward to seeing you here at CSU!

Sincerely,

*YOUR NAME*

*YOUR TITLE*