GRADUATE DEPARTMENT FELLOWSHIP LETTER SAMPLE

YELLOW HIGHLIGHTED SECTIONS INDICATE THAT SPECIFIC INFORMATION SHOULD BE PROVIDED BY THE DEPARTMENT

First Name, Last Name (include “known as” here if appropriate)

3 Going to College St

Anytown, NE 68555

Email:

Dear Ms. Student:

We are pleased to inform you that you have been awarded a \_\_\_\_\_\_\_\_\_\_\_\_ Fellowship. This fellowship will be paid out in XXX equal payments at the end of each month beginning in XXXXX 20XX and continuing through XXX 20XX for a total of $\_\_\_\_\_. OR This Fellowship will be paid out in one/two installments at the end of August/January. {Refer to CEHS HR Policies for guidelines for Fellowship payments}

There is no work or service requirement associated with the fellowship payment. Graduate students receiving stipend fellowships must be full-time students, either registered for a minimum of nine credit-hours or granted full-time status each semester during the period of their appointment. The provisions of the tax law require students who are degree candidates to report fellowship awards as taxable income to the extent such awards exceed “course-related expenses.” The IRS does not require institutions to withhold tax with respect to fellowship payments nor does it require institutions to report those payments, except in the case of certain nonresident aliens.

You may accept a graduate assistantship or other part-time remunerative employment during the time you hold this fellowship; however, your total employment may not exceed 19.6 hours per week. We hope this fellowship award will provide helpful support as you complete your degree.

A personal letter of thanks from you is an excellent way to show your appreciation and it encourages donors to continue investing in students’ education. Please write and sign a letter thanking <insert donor names here> for the support you received. You should mention the name of the fellowship (stated in the first line of this letter) in the body of your letter and describe how this award will help you during the coming year. Please do not use notebook paper for this. Send your letter to <insert appropriate department contact> at the address below, or email a scanned copy including your signature to <insert department contact email address here>.

In addition we like to provide our donors with a special certificate that includes your name and photograph. Please email a current head and shoulder photo (color, JPG format) to <insert department contact email address here>.

Please indicate your acceptance of this offer by signing and returning the attached form by May 1, 20XX. If you have any questions regarding this award, please contact me at 402-472-XXXX or by email at iamhere@unl.edu.

Sincerely,

Name

Chair, Name of Department

□ I accept the Fellowship offer as stated above. □ I decline the offer as stated above.

Print Name Signature Date

NU ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_