**APPENDIX C. RECOMMENDATION of ADMISSION TEMPLATE LETTER FOR NON-POOLED GRADUATE PROGRAMS**

Please see template below for appropriate language that should be used in a program’s recommendation of admission letter to students. Additional information can be included in the letter, but the first paragraph and center policy section should remain as written below.

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Dear <first\_name> <last\_name>,

Congratulations! I am pleased to inform you that the <program\_name> <degree\_goal> Program has recommended you for admission to the Graduate School at the University of Wisconsin Madison. The Graduate School will review your application to confirm you meet minimum graduate admission requirements and will send a final, official admissions decision. You can also check My UW for up-to-date information on your admission status: my.wisc.edu

There are two important policies we would like to briefly summarize for students in the <program\_name> <degree\_goal> program:

* ***Graduate Assistantship Policy****:* Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments that would result in a tuition waiver.
* ***Program/Course Enrollment Policy:*** Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with study in other academic programs at UW-Madison please consult <program contact name> who can assist you in transferring to a different program(s) that allow such activity.

Please refer to the program handbook for full details <insert link to program handbook>.

We will be communicating with you in the weeks to come regarding such topics as your program advisor, orientation, course registration, program resources and opportunities, and other program details.

Congratulations again!

Sincerely,

<program contact name>