**Support Guarantee Letter Standard Template (2022-2023)**

Last edited November 2021

*Modify this template to your own department's needs and tone. L&S will review drafts of all letters for the academic year 2022-2023; please submit drafts via the online Support Guarantee Exercise form.*

Dear [student name],

I am pleased to inform you that the [Department] has approved your admission into the [degree program] at the University of Wisconsin-Madison!

It is important to note that your admission is not finalized until the Graduate School has received your official transcript and reviewed your application for completeness and minimum admission requirements. Assuming your application is complete and you meet the minimum requirements, you should expect an official admission notification from the UW-Madison Graduate School in the near future.

We would like to offer you a guarantee of financial support while you work toward your [degree] in the [department]. This guarantee will provide support for a period of [usually four or five for a beginning graduate student or three for someone with a year or more of previous graduate work] continuous academic years. This support includes a stipend, eligibility for comprehensive health care coverage, and full remission of resident or non-resident tuition (students must still pay applicable fees, including: [segregated fees](https://bursar.wisc.edu/tuition-and-fees/tuition-rates/segregated-fees) each term, which were $723.48 for a graduate student carrying 8 or more credits in Spring 2022, a [one-time official document fee](https://registrar.wisc.edu/documentfee/), and International Student fees).

In the College of Letters & Science, several types of support are available to fulfill this guarantee. The type of support you receive may change over the course of your graduate career, but while under this guarantee you will be supported at least at the level of [50% recommended, 33.4% minimum].

Several types of support and their 2022-2023 [50% *note:* if your offer is for less than 50%, please change the percentage here and the rates listed below to match what you are offering] appointment stipend rates are listed below. The amount of time you are expected to work is reflected in the percentage of time of your appointment, with 50% corresponding to 20 hours of work.

* Teaching assistantship: $[departmental rate]
* Project assistantship: $[rate] (9-month) or $[rate] (12-month)
* Research assistantship: $[rate] (9-month) or $[rate] (12-month)

Fellowships, which do not carry an expectation of work, are another form of available support:

* Graduate School University Fellowship: $29,000 (12-month)

If you accept admission into our program, you will receive an offer of employment on approximately [approximate date] that details your appointment type and stipend for the Fall 2022 semester. For your assistance in planning, the 2022-23 academic year contract begins August 22, 2022, with classes beginning September 7, 2022; the contract year ends May 21, 2023.

This support guarantee is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated. If you are a non-native speaker of English and are appointed as a teaching assistant, this guarantee is also contingent upon meeting departmental standards for spoken English proficiency. Failure to meet the required level of proficiency may lead to cancellation of an appointment and of the support guarantee. This support guarantee offer is further contingent upon you remaining a graduate student in good standing in our program, and upon your satisfactory performance of assigned duties. The first semester of service as a teaching or project assistant is considered a probationary period. If you fall out of good standing or do not pass the probationary period, this support guarantee may be cancelled.

To view more details about our academic program and our expectations about what constitutes normal progress toward the degree, please view the enclosed Departmental Criteria for Satisfactory Progress as a Graduate Student.

[Insert any other department-specific information here]

The UW-Madison Graduate School subscribes to the resolution of the Council of Graduate Schools in the United States which does not require a decision from you until April 15, 2022. Of course, if you know your response before that date we hope you will let us know as soon as possible, but we ask for a written decision by April 15.

We believe we have an outstanding graduate program, and look forward to having you join us. Please do not hesitate to contact us if you have any questions.

Sincerely,

Enclosures:   Department Criteria for Satisfactory Progress

Council of Graduate Schools resolution [necessary only for offers made prior to April 15; download .pdf at <https://cgsnet.org/april-15-resolution>]