***(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)***

**USE THIS MODEL LETTER FOR 2022-2023 ACADEMIC YEAR**

**STIPEND SUPPORT SCHOLARSHIPS ONLY**

[Date]

Dear [Student]:

Congratulations on your selection as a 2022-2023 [Name of Graduate Fellowship] graduate fellow.

This memorandum serves as formal notice of financial support towards your Graduate Fellow appointment beginning on [Begin Date] and ending on [End Date].

You will receive a stipend support scholarship in the amount of [$Amount] for [Academic Terms] terms of the 2022-2023 academic year, for a total sum of [$Total Amount]. This funding is in addition to the stipend provided by [Name of Graduate Fellowship]. A letter detailing the fellowship appointment requirements, including acceptance and consent, will be sent to you separately.

Eligibility for this stipend support scholarship is contingent upon:

* Your continued status as a graduate degree-seeking student in good standing as determined by the Graduate School and your program in the field of [Graduate Major];
* Your continued sponsorship under the [Name of Graduate Fellowship] program.
* Your status as a graduate degree-seeking student at OSU enrolled in the required credits each academic term of the fellowship appointment.

[This funding award is renewable for up to \_\_\_\_ additional year(s) by meeting the eligibility requirements outlined above]. **Include or omit renewal as necessary**

Please note that audit registrations, course withdrawals, and INTO-OSU courses may not be used to satisfy enrollment eligibility for this scholarship.

Contact the appointing graduate program if you have questions regarding this stipend support.

This stipend support scholarship will be posted directly to your student account at the beginning of each term you are on the Graduate Fellow appointment during the 2022-2023 academic year, provided you are enrolled as required.

Please be aware that acceptance of another offer of support may invalidate or reduce this offer. Students on appointment as Graduate Assistants are not simultaneously eligible for Graduate Fellow appointments or tuition waiver scholarships because full tuition remission accompanies Graduate Assistantships. Please keep the Graduate School informed of any Graduate Assistantship appointments you might subsequently accept during your fellowship period so that your tuition payments may be appropriately coordinated.

If this notice is understood and acceptable to you, please sign one copy of this memorandum and return a copy to [Department], no later than [Date]. A copy will be placed in your department file and a copy will be sent to the Office of Human Resources Support Services as an official record of your fellowship. Please keep the original copy for your own records. Health insurance forms should be returned directly to the Office of Human Resources Graduate Benefits.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Dean, Department Head/Chair, Graduate Program Director, or Principal Investigator]

**Timing of your Offer Acceptance**

Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution for Graduate Scholars, Fellows, Trainees and Assistants (also known as the April 15th Resolution), located here: <http://cgsnet.org/april-15-resolution>. We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of fellowship. Your acceptance of this offer is not valid or effective until April 15 of the year in which your fellowship will begin.

I accept the offer as outlined in this letter.

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Graduate Fellow’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University ID Number

cc: Office of Human Resources Support Services Unit

 [Dean, Department Head/Chair, Graduate Program Director]