**Incoming Fulbright Recruitment Financial Support Offer Template**

*If an assistantship is offered,* *do not use this template, use the appropriate recruitment/appointment template*

**Instructions:**

1. **Update all areas highlighted in gray**
2. **Edit/Remove yellow highlighted text as applicable and delete comment**
3. **Put on unit letterhead**
4. **Send to** [**katrina.roalson@asu.edu**](mailto:katrina.roalson@asu.edu) **to confirm Graduate College support**
5. **Obtain signatures**
6. **Send to student as a PDF**

<Date>

<First and Last Name> ASU ID #: <Ten-Digit ID>

Electronically Delivered Degree Plan: <Program Name, MS/PhD>

Dear <First Name>,

Congratulations on your admission to the <program name> graduate program in the <unit name>. We look forward to your joining us next year/semester.

I am writing to provide you the details of the academic financial package we are offering to support your graduate education at Arizona State University as outlined below:

* As a Fulbright Scholar, the Graduate College at ASU is committed to providing a tuition award for the non-resident portion of graduate international tuition for eligible Fulbright applicants. Summer tuition is not included in this commitment.
* This funding is renewable while receiving funding from your sponsoring agency, however if you are appointed to an assistantship a tuition award greater than the above will be provided by that assistantship.
* *In addition, a <University Graduate Fellowship> (or other fellowship funding), in the amount of $<x,xxx> per <AY/semester>.*

OR

* *In the first year, the* <unit name> *is committed to providing a one-time award to bring your annual stipend from all sources up to the equivalent of other PhD students admitted to our program.*

*Examples of additional language that can be used if multi-year funding is possible:*

1. *Graduate <Teaching Associates> have the opportunity to earn a summer stipend through engagement in <sponsored research/teaching/etc.>. For students on <a full>-time summer research appointment, typical support is <$x,xxx> but can be more depending on the availability of funds.*
2. *The <teaching> assistantship is an important part of your academic preparation but is usually only provided during the <first year>. In subsequent years, support is usually in the form of a <research> assistantship from the student’s advisor’s contracts/grants. Therefore, you must select an advisor by the end of your first semester.*

Additional financial support is possible for up to <four> years contingent on satisfactory academic progress, satisfactory conduct, satisfactory performance of professional responsibilities, and availability of funding. Assuming those conditions precedent were met, the total estimated value over <four> years of possible support including stipend, tuition, insurance, fellowship funding, and summer support would be approximately <$xxx,xxx>.

2025-26 Financial Support Estimate Summary for <<enter start and end dates>>

**[example below, all funding listed above should be reflected in grid]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding to Student via Student Account** | Fall 2025 | Spring 2026 | Summer 2026 | Total |
| UGF/Other Funding | <$x,xxx> | <$x,xxx> | <$x,xxx> | <$x,xxx> |
| Tuition Award (not to exceed actual costs) | **<$8,704>** | **<$8,704>** | <$x,xxx> | **<$17,408>** |
| **Total Estimated Award** | **<$8,704>** | **<$8,704>** | <$x,xxx> | **<$17,408>** |

Disbursement of Tuition and Other Awards

Your tuition award will be applied to your student account at the beginning of the Fall 2025 semester and at the beginning of the Spring 2026 semester.

Fees and Program Tuition

Note that this tuition award does not cover university mandatory fees, program tuition and/or fees for the academic year or summer sessions; these are the responsibility of the student. For more information on the ASU cost of attendance visit <https://students.asu.edu/standard-cost-attendance>.

Health Insurance

ASU international students are automatically enrolled in ASU individual health insurance but the university **does not** provide funding for premium coverage as part of this offer.

Offer Acceptance

Please indicate your decision regarding this funding offer by signing below and returning the signed document to: <name, email, phone> no later than <date>.

Congratulations once again on your outstanding academic achievements that qualified you for admission and this offer of academic financial support. We appreciate your interest in our program and faculty. We look forward to having you play a more active and valuable role in <Unit Name>. Please feel free to contact us if you have any questions.

Sincerely,

<Name>

<Title/Position>

\_\_\_\_\_\_\_\_\_\_ **I am pleased to accept this funding offer.**

\_\_\_\_\_\_\_\_\_\_ I am unable to accept this funding offer and understand that if I attend ASU, the costs associated with my attendance are solely my responsibility.

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First Name Last Name Signature Date