**Template Calendar Year Funding Offer to be Used to Apply for I-20**

**To be issued on department letterhead and signed by the department head or program director**

**[DATE]**

**[STUDENT NAME]**

**[ADDRESS1]**

**[ADDRESS2]**

Dear \_\_\_\_\_:

I am pleased to confirm that the **[Department**] of the **[School or College**] intends to offer you support as a **[full-time/half-time]** Graduate Assistant for the Spring **[year]** and Fall **[year]** semesters. These appointments have **[teaching/research]** responsibilities and will require that you devote to these assistantships **[20/10]** hours per week. A Graduate Assistant appointment qualifies you for a tuition waiver for the duration of such appointment.

The appointment dates for the Spring **[year]** semester will be **[spring appt start date]** through **[spring appt end date]** and the stipend for this position will be **[stipend amount]**. The appointment dates for the Fall **[year]** semester will be **[fall appt start date]** through **[fall appt end date]** and the stipend for this position will be [**stipend amount**]. This stipend will be payable in biweekly installments. This confirmation of support is only applicable for a Graduate Assistant appointment for the Spring and Fall **[year]** semesters as stated above and is not applicable to any appointment during the summer months or during winter or May intercessions.

You will be issued an official offer of appointment prior to each semester setting forth additional appointment details. Please use this letter to apply for your I-20 through the International Student and Scholar Services (ISSS) Portal. More information about the I-20 application process and a link to the portal may be found here: <https://isss.uconn.edu/>.

Please know that your failure to arrive in the United States by the start date of your respective GA appointment may affect the terms and conditions of said appointment.

We look forward to having you join us at the University of Connecticut!

Sincerely,

Department Head

*[template revised October 2022]*