**Departmental Fellowship Award Letter Template**

[Fellowships Catalog Language](https://gradcatalog.uconn.edu/grad-school-info/assistantships-fellowships-and-other-aid/) | [Fellowship Payments Workflow](https://financialaid.uconn.edu/fellowships/)

Please reach out to [gradschool@uconn.edu](mailto:gradschool@uconn.edu) with questions about how to use or customize this template.

Note: minimum appointment for a GA is 50% (10 hours)

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**DATE**

**STUDENT NAME/ID**

Dear **NAME**:

I am pleased to inform you that you have been awarded a **FELLOWSHIP NAME** for the **SEMESTER/YEAR** in the amount of **AMOUNT**. This service-free fellowship is intended to support your research and progress toward the successful completion of your dissertation.

A fellowship is awarded to a graduate student to pursue the student’s academic program. Fellowships do not require the student to provide any teaching or research support to the institution and are not considered employment by the University. Fellowship activities may include any activity associated with pursuing your degree, e.g., working in a lab, collecting and analyzing data, preparing manuscripts for publication, working in an archive, developing a creative product, or participating in an artistic performance. **DESCRIBE ANY FELLOWSHIP EXPECTATIONS/REQUIREMENTS HERE (e.g., enrollment requirement, residency)**

**INCLUDE THIS PARAGRAPH IF ELIGIBILITY FOR THIS FELLOWSHIP RESTRICTS RECIPIENTS FROM HOLDING A FULL GA; DELETE IF NOT APPLICABLE. (NOTE: OTHER FTE PERCENTAGES MAY BE USED, DEPENDING ON THE DEPARTMENT’S FELLOWSHIP CRITERIA, HOWEVER, THE MINIMUM APPOINTMENT FOR A GA IS 50%.):** Since this fellowship is intended to protect your time, enabling you to focus on your research, the eligibility criteria for this award includes a graduate assistantship appointment at no more than **50**% (**10** hours per week) for each semester in which the fellowship is received. If you have already accepted a graduate assistantship appointment at **100**% (**20** hours per week), you have two options: 1) retain your **100**% graduate assistantship and decline the fellowship or 2) voluntarily reduce your graduate assistantship appointment to **50**% and accept this service-free fellowship in addition to your **50**% graduate assistantship; you will remain eligible for GA benefits with a **50**% graduate assistantship.

Fellowships are typically processed through the Office of Student Financial Aid Services’ Fellowship Workflow System and made available to you as a credit and refund on your fee bill. The Office of the Bursar will issue a check which you may pick up in their office or you may sign up for direct deposit. (Please note that this direct deposit system is separate from Payroll’s direct deposit, and you can find directions to sign up here: <https://bursar.uconn.edu/direct-deposit/>.)

Fellowship payments are subject to federal and state income taxes unless the payment is used to pay for *qualified tuition and required enrollment fees*. You will be personally responsible for any income taxes resulting from the receipt of this fellowship payment. You should be advised that fellowship payments used to pay for travel, supplies or equipment used in your independent research are not exempt from taxation. Fellowship payments, although taxable, are not subject to income tax withholding if paid to a U.S. citizen or resident alien. It is the **sole responsibility of the student** to report and pay taxes on the taxable portion of any fellowship, stipend, award or grant that they receive. Consistent with IRS guidance, the University does not withhold taxes on the taxable portion of fellowships, stipends, awards or grants except in limited circumstances involving nonresident aliens. If you are a nonresident alien, federal income taxes may be required to be withheld from your payment unless you qualify for exemption by way of an income tax treaty between the United States and your country of tax residence. Fellowship recipients may wish to consider making estimated federal and state income tax payments. Additional details, and answers to many frequently asked questions, may be found on the following websites:

* <https://tax.uconn.edu/student-tax-faqs/>
* <https://bursar.uconn.edu/1098-t/1098-t-faq/>
* <https://www.irs.gov/pub/irs-pdf/p970.pdf>

**INCLUDE THIS PARAGRAPH AS APPLICABLE OR DELETE: REQUIRED LANGUAGE FOR FALL SEMESTER INCOMING STUDENTS:** UConn supports the Council of Graduate Schools’ (CGS) “April 15 Resolution”: <https://cgsnet.org/april-15-resolution>. In accordance with the Council of Graduate Schools’ Resolution, you may consider other offers of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the **SEMESTER/YEAR** until the April 15 deadline. Students are expected to honor their acceptance of financial support. Likewise, the University will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to the April 15 deadline, please inform us in writing as soon as you have made a decision so that we may extend offers to other prospective students if possible.

We hope you’ll join us here at UConn. Please don’t hesitate to reach out with any questions you may have.

Sincerely,

Department Head

**EDIT/DELETE BULLET POINTS AS APPLICABLE**

**STUDENT ACCEPTANCE**:

By signing below, I confirm that:

* I understand the requirements for the **FELLOWSHIP NAME**
* I will not hold more than a **50**% graduate assistantship for the semester(s) in which I receive this fellowship
* I accept this fellowship under the terms described above.

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Signature & Student ID Number Date

*Template revised: December 2023*