

SAMPLE LETTER FOR NEW/INCOMING STUDENTS

[Complete all sections indicated in BOLD below]

[Date Letter Issued]

Dear **[Student's Full Name]**,

To accompany the MIT offer of admission, the Department of **[Department Name]** at the Massachusetts Institute of Technology (MIT) will grant **[Student's Full Name & MIT ID Number]** an **[Assistantship, Fellowship, or Scholarship]** for the **[9-month or 12-month]** academic year.

The student will enroll in the **[PhD, Master's, or Bachelor's]** **[Program Name]** program at MIT, beginning **[Month Day, Year]**. The student will begin receiving financial support on **[Month Day, Year]** and continue to receive support through **[Month Day, Year]** or until the completion of the MIT program, provided they remain in good academic standing.

[Student's Full Name] will receive financial support through an **[Assistantship, Fellowship, or Scholarship]** that covers tuition and MIT Student Health Insurance and provides a monthly salary/stipend for the period **[Month Day, Year]** through **[Month Day, Year]**.

The summary of **[Student's Full Name]**'s current and anticipated financial support is as follows:

- Tuition Costs: Coverage for **[9 or 12 months]** or for the **[Fall Year, Spring Year, Summer Year]** terms, totaling **[\$XX,XXX]**.
- Health/Medical Insurance: Total amount of **[\$X,XXX]** for the **[9- or 12-Month]** academic year.
- Salary/Stipend: Minimum monthly stipend of **[\$X,XXX]**, totaling **[\$XX,XXX]** for the **[9- or 12-Month]** academic year.

If you have further questions about this student, please feel free to contact me.

Sincerely,



Jane Doe
Assistant Director, Academic Programs Administration
abc@mit.edu (617) 123-5678