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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

Dear: [Name]

With this letter, I am delighted to confirm that you have been awarded a tuition scholarship for up to [#] credits [or $ amount] per semester. In order to receive this award, you must complete the enclosed Tuition Scholarship Award Form and return it to me as soon as possible but no later than April 15, 20XX. This form can be found at the Office of Graduate Studies web site Please be aware that acceptance of this tuition scholarship award may affect your eligibility for financial aid.

If you are a U.S. citizen or permanent resident and are not currently a New York State resident, your tuition scholarship award is provided at the out-of-state rate for your first year of study. If you are eligible for subsequent year(s) of support on an assistantship and a tuition scholarship, your tuition scholarship award will be provided at the in-state rate and you will be billed for the difference between the in-state and out-of-state tuition rates. To avoid these charges, upon relocation to the Albany area you should immediately make the changes required for you to be eligible for in-state residency by the beginning of the fall semester in your second year. These changes include, but may not be limited to, New York State driver license or identification card, car registration (if applicable), voter registration or housing lease. Additional Information concerning application for New York State residency can be found at the Office of Student

As a returning student whose residency is still officially listed as being outside of New York State, you need to be aware that the tuition scholarship coverage will only be provided to you at the in-state rate and you will be billed for the difference between the in-state and out-of-state rate. To avoid these charges, you should apply for New York State residency. Information concerning application for New York State residency can be found at the Office of Student

As an international student your tuition scholarship award will be provided at the out of state rate and will continue to be offered at the out-of-state rate if you continue to receive funding for second and subsequent years.

I look forward to hearing from you soon.

Sincerely,

**[Signature]  
[Name]**