<DATE>

<STUDENT NAME>

<ADDRESS>

Dear <STUDENT>:

We are pleased to inform you that you have been awarded a <NAME OF FELLOWSHIP> in the amount of <$ >. Fellowships for international students are processed through Payroll and paid out in one lump sum payment during the summer. Fellowship payments are typically included in the June paycheck and arrive via direct deposit.

There is no work or service requirement associated with the fellowship payment. Graduate students receiving fellowship payments during the summer must be registered in the summer. Failure to meet the registration requirements may result in forfeiture of the fellowship. Failure to meet the registration requirements may result in forfeiture of the fellowship.

If, during the course of the semester, you withdraw from all courses, the fellowship will be forfeited. A registration hold will be placed on your student account and you will responsible for returning all fellowship payments to the University.

The provisions of the tax law require students who are degree candidates to report fellowship awards as taxable income to the extent such awards exceed “course-related expenses.” The IRS does not require institutions to withhold tax with respect to fellowship payments nor does it require institutions to report those payments, except in the case of certain nonresident aliens.

Please sign your name below to indicate your intent to accept or decline this offer by <DATE>. If you have any questions regarding this award, please contact <DEPARTMENT CONTACT>.

Sincerely,

<NAME>

<DEPARTMENT>

­­­­­­­­­­­­­­­­□ I ***accept*** the fellowship offer as stated above and agree to abide by the terms and conditions outlined above.

□ I ***decline*** the fellowship offer as stated above.

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Print Name NU ID

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