**STARS-D Award Letter Template**

[Date]

ID # [ ]

[Mr./Ms] [Recipient Name]

[Street Address]

[City, State Zip]

Dear [Appropriate student name]:

As you consider our admission and award offer to join TCU’s [insert name of the graduate program unit or other department], I am delighted to offer you an additional, prestigious award. In light of your outstanding admissions application, you have been granted a STARS-D Award from the Office of Graduate Studies. **STARS-D Awards** or Stipends To Attract Remarkable Students of Diversity, are special Fellowship awards intended for exceptional program applicants, like yourself; your graduate program applied for this award on your behalf. STARS-D awards carry a total value of $5000.00 annually and are added onto regular assistantship or fellowship awards. The award will be supported by the Office of Graduate Studies for your initial 3 years in the program and will subsequently be supported by your college/school for an additional two years. Your STARS-D stipend raises your total award offer of [assistantship or fellowship + tuition + Health Insurance Award] for the 20XX-20XX academic year to $XXXXX [add previous award total and $5000].

There are no additional duties or service requirements associated with the STARS-D stipend. However, the award does require that you maintain satisfactory academic progress in the program as determined by the person charged with oversight of graduate programing in your college/school.

Congratulations on this prestigious award! We hope this will provide helpful support as you complete your degree at TCU. STARS-D awardees will be honored at a luncheon with the Chancellor in the fall, so watch your inbox for your invitation.

If you have any questions regarding this award, please contact [professor name] at 817-257-xxxx or [professor@tcu.edu].

Yours truly,

[Name]

 [Associate Dean/ Dean/ Unit head of awarding unit]

cc: [Graduate Program director of student’s accepting program]