

Offer Letter Checklist Office of Admission & Recruitment

Please double check the following items before distributing your program or department offer letter(s):

- ✓ A copy of or link to The Council of Graduate Schools Resolution: https://cgsnet.org/ckfinder/userfiles/files/CGSResolution_October2019Revision.pdf has been included or is accompanying your letter's text
- ✓ A copy of or link to the Regulations Governing University Fellows and Scholars: <http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html> has been included or is accompanying your letter's text
- ✓ Letters should be formatted as PDFs and attached to an email for distribution
 - Ensure all hyperlinks work in the PDF version before sending
- ✓ Title the PDF with the admitted student's first and last name and your program or department name
- ✓ The subject line of the email should include the admitted student's first and last name and your program or department name for future tracking purposes
- ✓ Include tgs-offers@northwestern.edu as a Cc or Bcc when sending the email
- ✓ All stated stipend amounts are accurate and in accordance with your program's and TGS's base amounts. You may also contact tgs-fit@northwestern.edu if you have any questions about TGS funding policies.
- ✓ Do not use the language of "tuition will be waived" or the phrase "tuition remission". Instead, "tuition scholarship [or support] will be provided" is the correct language.

Additional information on the offer letter process and TGS Offer Letter Template can be found on The Graduate School [Admissions Box Account](#)