Please utilize the template below for your Graduate Assistantship confirmation letter to an international student. Highlighted areas are for you to fill in with the specific details of this position/offer.

This letter is needed for: (1) the ISSS office to show as proof of funding, (2) the student’s visa interview, (3) TGS’s tuition coding process with UBO, and (4) the student to use when applying for housing.

**International Graduate Assistantship Confirmation Letter Template**

for academic year 2025-26

Print on JMU Letterhead

Date: [Today’s date]

To whom it may concern:

The [office or department name] at James Madison University has offered a [Graduate//Teaching/Doctoral] Assistantship (position number [###]) to [full student name]. [student’s first name]’s responsibilities will consist of [brief overview of student’s tasks and responsibilities in one or two sentences].

The assistantship covers both the fall and spring semesters for the upcoming academic year 2025-26. Details regarding the assistantship are as follows: [include options that apply]

* A tuition waiver for a maximum of [number of credits] credits of tuition scholarship, per semester, for graduate-level coursework (valued at [fill in amount from below])
	+ $23,238 for Graduate Assistantship or Teaching Assistantship (found [here](https://www.jmu.edu/grad/current-students/assistantships/index.shtml#Tuition))
	+ $30,984 for Doctoral Assistantship (found [here](https://www.jmu.edu/grad/current-students/assistantships/index.shtml#Tuition))
* Annual stipend in the amount of [amount], based on 20 hours of work per week.
* The assistantship is renewable for the duration of your graduate work, contingent on satisfactory progress in your degree program, performance of assigned duties, as well as the recommendation of the graduate assistant supervisor.
* The student must maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.

We look forward to having you at [office or department name]. Should you require additional information, please let me know.

[sender/sponsor’ signature]

[sender/sponsor’ s full name, title]

Copy to:

Rebecca Lipscomb, The Graduate School

Thomas Lavenir, International Student Scholar Services

[Student’s Program Director’s name, Department’s name]