

University Offer Letter Template

[University Letterhead]

Date: [DD/MM/YYYY]

Applicant Name: [Full Name]

Applicant Address: [Applicant's Full Address]

Application ID: [Student ID/Reference Number]

Subject: Offer of Admission to [Program Name], [Academic Year]

Dear [Student Name],

We are pleased to inform you that you have been offered admission to the **[Program Name]** at **[University Name]** for the **[Semester/Academic Year]** intake. This offer is made based on your academic achievements and the information provided in your application.

Program Details

- Course Name:** [Course/Program Name]
- Duration:** [Course Duration]
- Commencement Date:** [Start Date]
- Location/Campus:** [Campus Name/City]

Tuition Fees & Expenses

- Annual Tuition Fee:** [Currency][Amount]
- Other Fees (if any):** [Details]
- Estimated Living Expenses:** [Currency][Amount] per year

Admission Conditions

- Submit certified copies of academic transcripts and certificates.
- Fulfill English language proficiency requirements (if applicable).
- Pay the non-refundable tuition deposit of [Currency][Amount] by [Deadline Date].
- Any other specific conditions: [Specify if necessary]

Visa & Enrollment Instructions

Upon accepting this offer and paying your deposit, you will be issued a Confirmation of Enrolment (CoE)/Acceptance Letter, which is required for your student visa application. Detailed instructions and support for your visa application will be provided by our International Student Office.

Accommodation

University accommodation is available for international students. Please refer to our website or contact our housing services for options and application deadlines.

How to Accept This Offer

- Sign and return the Offer Acceptance Form attached.
- Pay your tuition deposit before [Deposit Deadline].
- Submit any outstanding documents as listed above.

Should you have any questions, please contact our Admissions Office at [email/phone].

We look forward to welcoming you to [University Name] and supporting you throughout your studies.

Yours sincerely,

[Admissions Officer Name]

[Title]

[University Name]

[Email Address]

[Phone Number]

This letter serves as an official offer for admission and is valid only if all conditions are met within the specified deadlines.