

Sample Acceptance Letter for Graduate School Admission

Date: June 10, 2024

Applicant Name:

Jane Doe
123 Main Street
Anytown, State, ZIP Code

Dear Ms. Doe,

Congratulations! On behalf of the Admissions Committee at **ABC University**, I am pleased to offer you admission to the **Master of Science in Computer Science** program for the Fall 2024 term.

Your academic achievements and passion for the field of computer science have distinguished you as an outstanding applicant, and we are delighted to welcome you to our graduate community.

Enrollment Instructions

- Confirm your acceptance by signing in to your online application portal and submitting the intent to enroll form by **July 1, 2024**.
- Submit the non-refundable enrollment deposit of **\$500** by **July 15, 2024**.
- Review your personalized checklist in the portal for additional required documents (such as final transcripts or proof of degree).
- Attend the mandatory New Graduate Student Orientation on **August 25, 2024**.

Conditions of Admission

- Successful completion of your bachelor's degree with official transcripts to be submitted by August 1, 2024.
- Compliance with university immunization and health requirements.
- Submission of financial documentation for international students.

Should you have any questions or require further assistance, please contact our Graduate Admissions Office at gradadmissions@abcuniversity.edu or (555) 123-4567.

Once again, congratulations on your admission. We look forward to welcoming you to ABC University.

Sincerely,

Dr. Emily Smith
Director of Graduate Admissions
ABC University