



August 6, 2020

John Doe
PO Box 00000
City, State ZIP
UAF ID:
jdoe@alaska.edu

Dear Mr. Doe,

Congratulations! I am pleased to inform you that you have been awarded the [Fellowship Name] Fellowship.

This fellowship provides a monthly stipend in the amount of \$0000.00 and will start [Month Day, Year] and will continue through [Month Day, Year]. [Provide anything extra or requirements in this section, ex: It also provides tuition for nine graduate credits for the fall 2020 semester and payment of graduate student health insurance. You are required to maintain at least full time student status during the fellowship (9 credits per semester).]

- [List terms if any to acquire/keep fellowship, ex: Register for at least nine credits during Fall 2020]
- [List terms if any to acquire/keep fellowship, ex: The fellowship does not include payment of departmental/course specific fees, university required fees, surcharge or self-elected fees. These fees are your responsibility and payment is due by the published fee payment deadlines for each semester].

You are responsible for payment of any taxes owed. Although federal income tax will **NOT** be withheld from your monthly fellowship payment, the fellowship is taxable income to you and needs to be reported as income on your U.S. tax return. **You are also responsible for paying any federal withholding taxes that are due to the IRS.** We suggest that you consult with a tax professional to help determine your tax liability and how to make estimated tax payments if needed. Please note that a 1099-MISC will not be issued to you.

Please sign this award letter, indicating whether you are accepting or declining this award and its conditions by [Month Day, Year].

Again, congratulations on your award.

Sincerely,

- ☐ I am Accepting this Fellowship and agree to the required criteria
- ☐ I am declining this Fellowship.

Recipient Signature

Date