Month, Day, 2023

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Congratulations!** The Department of Anthropology at the University of New Mexico is delighted to offer you admission into our graduate program for Fall 2023. This offer is contingent on your formal admission by UNM’s Office of Admissions. You have been accepted into the XXXXXX subfield, and your Faculty Advisor is Dr. XXXXXX. They specialize in research in XXXXXX, and has proposed that you begin graduate work under their advisement.

The Department of Anthropology respectfully requests your written reply **by email** to this offer of admission as soon as possible or **on or before April 15th**. Please e-mail both your Faculty Advisor and our Graduate Academic Advisor, Manny López, at mlopez12@unm.edu. If you are unable to make a decision by April 15th, please contact us to communicate your status and estimate a decision date.

Once you confirm acceptance, you should establish and monitor your UNM NetID and e-mail address, as it will become the official form of communication between the department and the student. You will then receive next-step instructions about:

* Joining our graduate e-mail listserv
* Fall courses and registration
* Orientation

The Department of Anthropology maintains an e-mail listserv for all current graduate students and alumni. The name of the listserv is ANTHGRAD-L. Students must subscribed to the listserv at the beginning of their first semester. The listserv is used for a variety of purposes including job announcements, presentations and events announcements, safety/security information, housing/roommate opportunities, and funding opportunities.

Your Faculty Advisor will assist you in determining your first semester courses. All first-year students are required to complete the 1-credit ANTH594 Professional Development course their first semester. Should you have questions about the registration process, please contact the Graduate Academic Advisor.

Mandatory orientation will take place on Friday before fall classes start, so please make yourself available on that date. It is best to arrive in New Mexico by early August to get settled. During orientation, we will provide more details on parking permits, student ID cards, campus maps and student spaces, navigating online student systems (MyUNM, LoboAchieve, etc.), and any other relevant details.

**FUNDING**

The department has nominated you for the following scholarships/fellowships:

Harvey C. & Sarah Moore Endowed Fellowship

NMHED Graduate Scholarship for Underrepresented Students

Office of Graduate Studies Graduate Incentive Award

Office of Graduate Studies Diversity & Distinction Award

Regents’-Winrock Minority Doctoral Fellowship

**Any details about assistantship funding and contracts will follow in a separate letter.**If you receive a funding offer from another university (but you would still like to consider UNM), please email us and let us know the size and scope of the award offered to you. Sometimes we can leverage that to encourage the College to release additional funds. Also, many universities have signed an agreement to allow students all options and make decisions by April 15th. Check with the university on its absolute deadline. It is possible other funding from UNM could be forthcoming but the timing on award periods does not always fit admission timing.

**COSTS**

Tuition Rates as of Spring 2023 are listed below. Rates for Fall 2023 will likely be similar, but rates may increase slightly after the UNM Regents Meeting in the summer. Most mandatory Fees are incorporated here, but individual courses can have fees of $5-$100 (which you will be able to see on the schedule of classes).

**Spring ‘23 Cost of Tuition (per semester rates) plus mandatory fees**

|  |  |  |
| --- | --- | --- |
| Credit Hours | Graduate Resident Rates *(or 1st-Year students taking 6 or less credits)* | Graduate Non-Resident rates |
| 1 | $409.06 | $1,195.46 |
| 3 (one class) | $1,227.18 | $3,586.38 |
| 6 (two classes) | $2,454.36 | $7,172.76 |
| 9 (full time) | $3,681.54 | $10,759.14 |
| 12-18 | $4,908.72 (block rate) | $14,345.52 |

*Graduate Course Premium (assessed to any student enrolled in any graduate level course) $52.64 per credit hour, no block rate*

*Student Technology Fee assessed to all students $150*

*GPSA (Graduate Professional Student Association) Fee assessed to all students $25*

*Athletics Student Fee assessed to all students taking 4+ credit hours $100*

*SHAC Eligibility/Wellness Fee assessed to all students taking 4+ credit hours $107*

**Dissertation hours** (taken after proposal has been defended and regular coursework has been completed):

$1,227.18 flat rate per semester for 3-12 hrs. for all students.

More information can be found on the Bursar’s Office tuition page:

<https://bursar.unm.edu/tuition-and-fees/tuition-and-fee-rates.html>

**Resident/In-State Tuition**

Resident tuition is relatively inexpensive at the University of New Mexico. There are a variety of ways to qualify for resident tuition (see options and tuition rates below):

1. All students on an assistantship contract (Graduate Assistant (GA), Teaching Assistant (TA), Research Assistant (RA), and Project Assistant (PA)) are automatically considered residents only during the duration of their contract.
2. You may qualify for the resident rate in the first year if you opt to take a reduced load of 6 credit hours (two classes) each semester the first two semesters. You can apply for residency status after the first year.
3. US Citizens have the option to qualify for resident tuition after one year **(NOTE: Resident status is NOT automatic. You must apply to the Graduate Studies office for residency status)**
	1. To apply for in-state tuition you must be a resident of the State of New Mexico for at least 12 consecutive months with proof of residence, such as a driver’s license, motor vehicle registration, voter registration, income statements and/or bank account statements. Note: If you are between the ages of 18 and 23 and your parents are residents of another state and claiming you as a deduction, you do not qualify for in-state tuition. If you are applying for resident status, you must present a copy of your parents most recent Income Tax Form to prove that you were not claimed as a deduction. ***Note: International students are not eligible for resident tuition.***

**HOUSING**

Living expenses in Albuquerque are relatively low in comparison to many states. New Mexico has been known to have the lowest gas prices in the country and housing is reasonably priced. To look at housing costs, we have provided some links below.

* Information and application forms for UNM On-Campus Housing and Student Family Housing are available from the Housing Reservations/Collections Office: <http://housing.unm.edu/>
* Lists of houses and apartments for Off-Campus Housing are available in the Dean of Students Office: <http://och.unm.edu/>
* The classified ads for the Albuquerque Journal may be found at [www.abqjournal.com](http://www.abqjournal.com/)
* Berger Briggs is a real estate agency that manages quite a lot of the rental property in the university area: [www.bergerbriggs.com](http://www.bergerbriggs.com/)
* The University of New Mexico Daily Lobo contains some housing ads: [www.dailylobo.com](http://www.dailylobo.com)
* Craigslist <http://albuquerque.craigslist.org/> and the Albuquerque (<https://www.reddit.com/r/Albuquerque/>) and UNM (<https://www.reddit.com/r/unm/>) subreddits may also be helpful

For more details about the UNM Anthropology graduate program, you may wish to consult the on-line graduate handbook and funding guide on our website <https://anthropology.unm.edu/> under the Graduate tab, under Forms/Resources. And of course, please contact us if you have any questions! Congratulations again and we hope to welcome you soon to the University of New Mexico, Department of Anthropology.

Sincerely,

Faculty Name,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CC: Manuel López-Aínza

Graduate Program Academic Advisor

mlopez12@unm.edu | 505.277.2732

CC: email, student file