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College of Engineering
COMPUTER SCIENCE AND ENGINEERING

Dear [Student Name],

I am pleased to inform you that you have been accepted to the Research Experience for Undergraduates (REU) program at the University of North Texas. The application pool was quite competitive and we were only able to select approximately x% of the applicants. You are part of a cohort of exceptional students. Congratulations!

Dr. [Faculty Mentor Name] will serve as your faculty mentor.

Let me confirm a few details. You will receive a stipend of $5,000 (that is, $500/week) for 10 weeks. Housing and a meal plan will be provided at no cost to you other than you are responsible if you cause any damage to the dorm. Your final paycheck will be processed after you check out of the dorm in case we need to withhold funds for damages.

You will be expected to arrive for the first day on Monday, May x, 201x in [Building] Room [Room Number]. The program will run for 10 weeks and you will work 40 hours per week.

You cannot have a summer job or be enrolled in courses since the point of this program is to provide you with the luxury to dedicate your time to research!

We also expect you to provide a final written report of your experience at the end of the summer and to respond to follow up surveys after you complete the REU in order to help us to assess whether this program provides a benefit to students, i.e., we hope that many participants later pursue a graduate degree in Computer Science.

We would like to have your response to our offer as soon as possible, but no later than March x, 201x.

Should you have any questions, please feel welcome to contact us.

Sincerely,

College of Engineering
Computer Science and Engineering

[REU Director Names]