

University Representative Email Template

We strongly encourage students to reach out to university representatives with any questions or concerns throughout the transfer process. If you are unsure of what to write, begin by addressing the university representative by name. If you are emailing the general admissions office account, you can write Dear Admissions Representative. Introduce yourself, let them know which college you are attending and for what term you are planning on transferring. Then, ask any questions that you have for the representative.

An example is written below:

Dear Admissions Representative,

My name is Emily and I am a student at Solano Community College. I am planning on transferring for the Fall 2022 semester. I would appreciate your assistance with the following questions:

What are the admissions requirements for transfer applicants at your university?

Do you offer financial aid and scholarship opportunities for students?

Thanks for your time!

Best,

Emily Burt