

Domestic Prospective Graduate Student Email Template

Hello,

Thank you for your email and interest in the University of Guelph. We are excited you have chosen to consider our university for graduate study.

To begin, we recommend reviewing the [Office of Graduate & Postdoctoral Studies website](#) and [our departmental website](#) (insert link to your dept's website over blue highlighted area and delete this yellow highlighted area) for more information about graduate studies and our program. The information within both of these websites will provide you with the information you need to learn more about our program(s), the types of degree(s) we offer, as well as the admissions and application process.

The research interests of our graduate faculty are diverse and it is very important that you become familiar with the type of research we offer in our program. If you choose to pursue a research based program within our department, we strongly recommend that you email graduate faculty that align with your research interests. Please keep your emails short and succinct and include the following information:

- Any research or publications you are in the process of completing or have completed;
- The type of research you would like to pursue;
- The reason you would like to work the graduate faculty member(s) you are emailing;
- Have you applied for or received any external awards or scholarships;

I hope you find this information helpful. If you have any additional questions about graduate study here in our program at the University of Guelph. Please do not hesitate to contact me or our Graduate Assistant.

Kind Regards,

Graduate Coordinator

Suggestions to also include:

- Any dates to upcoming events
- Departmental one pager