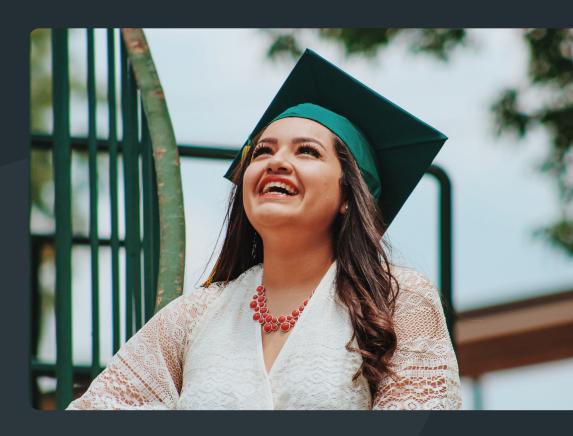


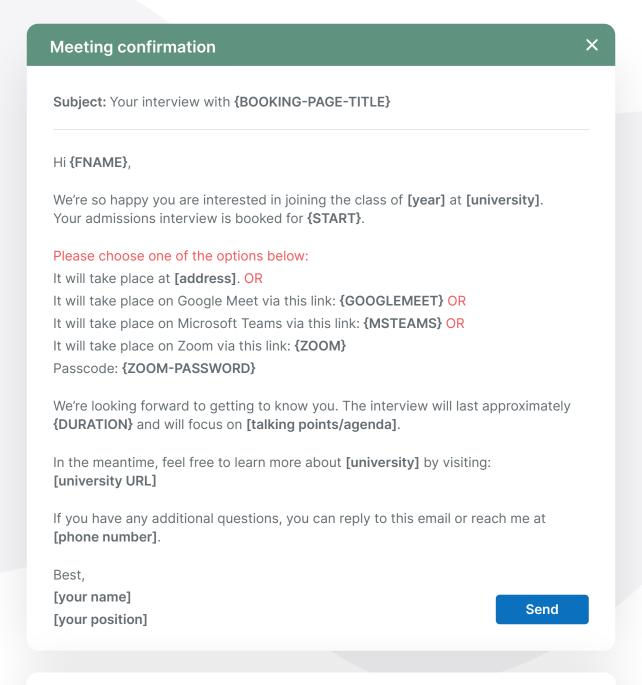
Email templates for university teams







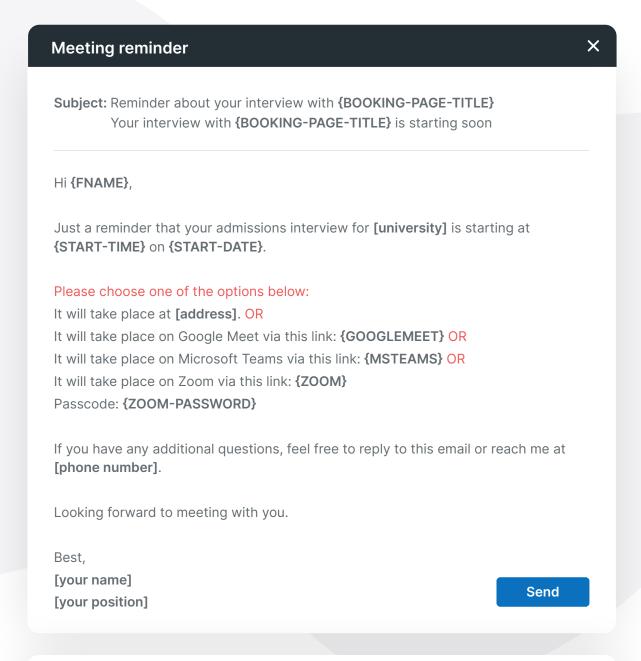
Admissions interviews







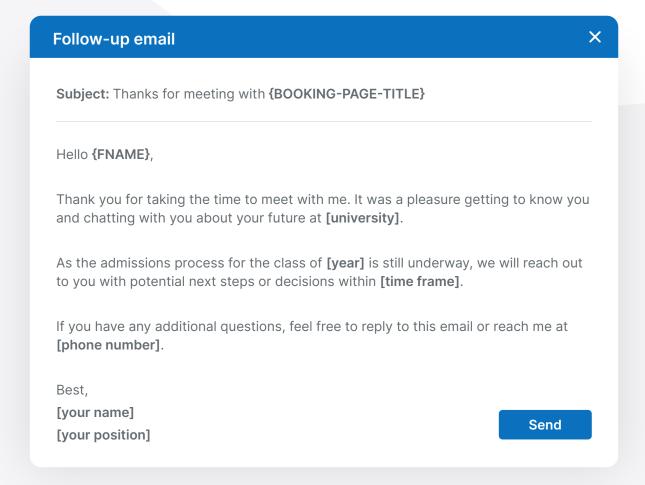
Admissions interviews







Admissions interviews





Information sessions

Meeting confirmation **Subject:** Your information session with **{BOOKING-PAGE-TITLE}** Hi {FNAME}, We're delighted you are interested in learning more about [university]. Your information session is booked for **{START}**. Please choose one of the options below: It will take place at [address]. OR It will take place on Google Meet via this link: {GOOGLEMEET} OR It will take place on Microsoft Teams via this link: {MSTEAMS} OR It will take place on Zoom via this link: {ZOOM} Passcode: {ZOOM-PASSWORD} We're looking forward to telling you a bit about what [university] has to offer. The meeting will last approximately {DURATION} and will focus on [talking points/agenda]. In the meantime, feel free to learn more about [university] by visiting the following links: **Academics** Life at [university] **Admissions** To view our brochure, visit: [link] Best, [your name] Send [your position]





Information sessions

Meeting reminder

Subject: Reminder about your meeting with **{BOOKING-PAGE-TITLE}**Your meeting with **{BOOKING-PAGE-TITLE}** is starting soon

Hi {FNAME},

Just a reminder that your [university] information session is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place at [address]. OR

It will take place on Google Meet via this link: {GOOGLEMEET} OR

It will take place on Microsoft Teams via this link: {MSTEAMS} OR

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at **[phone number]**.

Looking forward to meeting with you.

Best,

[your name]

[your position]

Send





Information sessions

Follow-up email **Subject:** Thanks for meeting with **{BOOKING-PAGE-TITLE}** Hello {FNAME}, Thank you for taking the time to meet with me. It was a pleasure chatting with you about [university] and getting to know you a bit better. If you are interested in applying to [university], you can do so by visiting: [link to admissions site]. You will find all the information you need regarding deadlines, requirements, and next steps there. If you haven't already done so, click here to [book a campus tour] ({BOOKING-PAGE-LINK}). If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number]. We wish you all the best in the future and hope to see you soon at [university]. Best, [your name] Send [your position]



In-person campus tours

Meeting confirmation Subject: Your [university] campus tour Hi {FNAME}, We're delighted you are interested in visiting [university]. Your campus tour is booked for {START}. Our university is located at [address]. We will be meeting at the [building]. For a campus map, directions, hotels, and points of interest in the area, please see our visitor's guide: [link]. Your tour will be led by [name]. We're looking forward to showing you what [university] has to offer. The tour will last approximately {DURATION} and will cover [agenda]. In the meantime, feel free to learn more about [university] by visiting the following links: **Academics** Life at [university] **Admissions**

Best,

[your name]

[your position]

To view our brochure, visit: [link]

Send





In-person campus tours

Meeting reminder Subject: Reminder about your tour of [university] Hi {FNAME}, Just a reminder that your campus tour of [university] is starting at {START-TIME} on {START-DATE}. Our university is located at [address]. We will be meeting at the [building]. For a campus map, directions, hotels, and points of interest in the area, please see our visitor's guide: [link]. If you have any additional questions, feel free to reply to this email or reach me at [phone number]. Best, [your name] [your position]



Pro-tip: Meeting reminders are best sent the day before/the morning of for in-person.

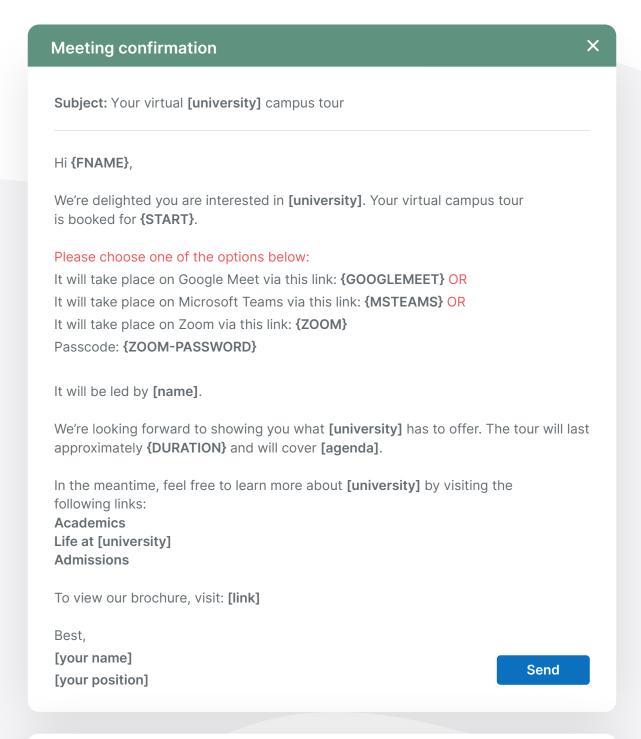


In-person campus tours

| Follow-up email |
|--|
| Subject: Thanks for attending the tour of [university] |
| Hello (FNAME), |
| Thank you for taking the time to tour [university] . It was a pleasure showing you around. |
| If you are interested in applying to [university] , you can do so by visiting: [link to admissions site] . You will find all the information you need regarding deadlines, requirements, and next steps there. |
| If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number] . |
| We wish you all the best in the future and hope to see you soon at [university]. |
| Best, [your name] [your position] Send |



Virtual campus tours







Virtual campus tours

Meeting reminder

Subject: Reminder about your virtual tour of [university]
Your virtual [university] campus tour is starting soon

Hi {FNAME},

Just a reminder that your virtual campus tour of [university] is starting at {START-TIME} on {START-DATE}.

Please choose one of the options below:

It will take place on Google Meet via this link: **{GOOGLEMEET} OR**It will take place on Microsoft Teams via this link: **{MSTEAMS} OR**

It will take place on Zoom via this link: {ZOOM}

Passcode: {ZOOM-PASSWORD}

If you have any additional questions, feel free to reply to this email or reach me at **[phone number]**.

Best,

[your name]

[your position]

Send





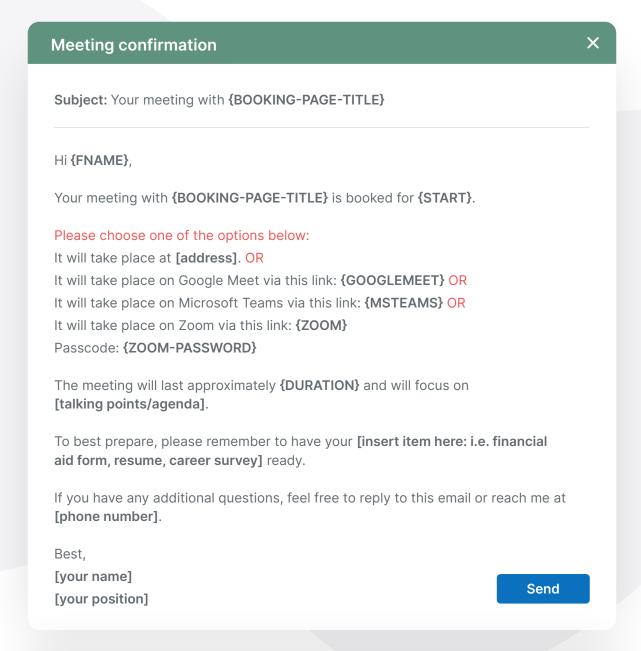
Virtual campus tours

Follow-up email Subject: Thanks for attending the virtual tour of [university] Hello {FNAME}, Thank you for taking the time to tour [university]. It was a pleasure showing you around. If you are interested in applying to [university], you can do so by visiting: [link to admissions site]. You will find all the information you need regarding deadlines, requirements, and next steps there. If you have any additional questions or need any assistance, feel free to reply to this email or reach me at [phone number]. We wish you all the best in the future and hope to see you soon at [university]. Best, [your name] [your position]



Student advising/career services/student services

Individual appointments

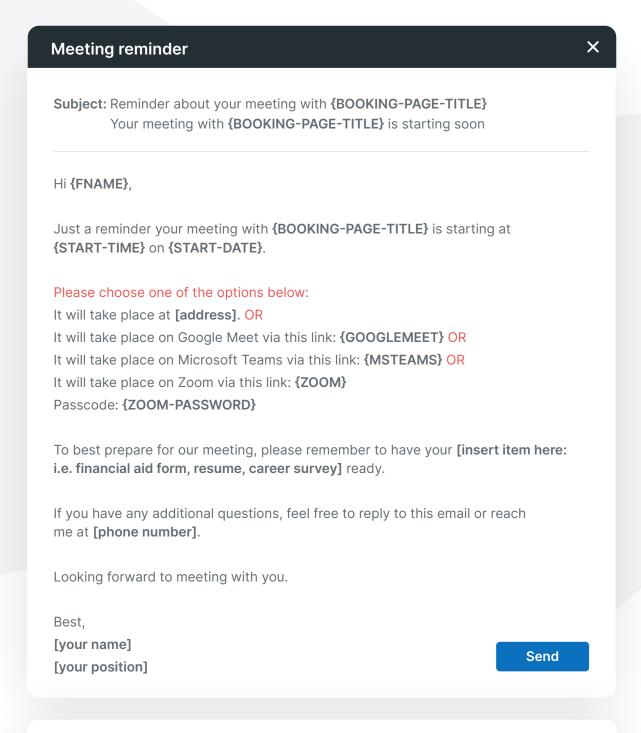






Student advising/career services/student services

Individual appointments

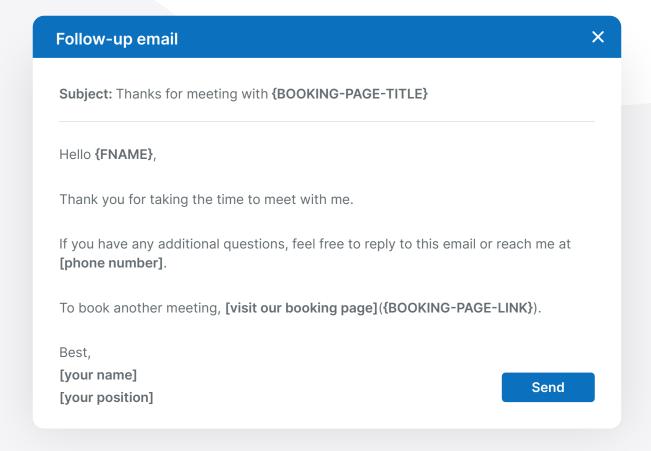






Student advising/career services/student services

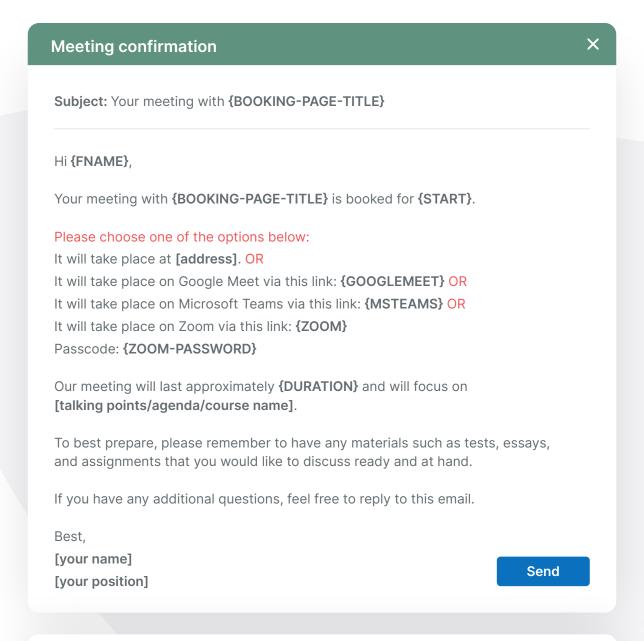
Individual appointments





Faculty

Individual meetings during office hours

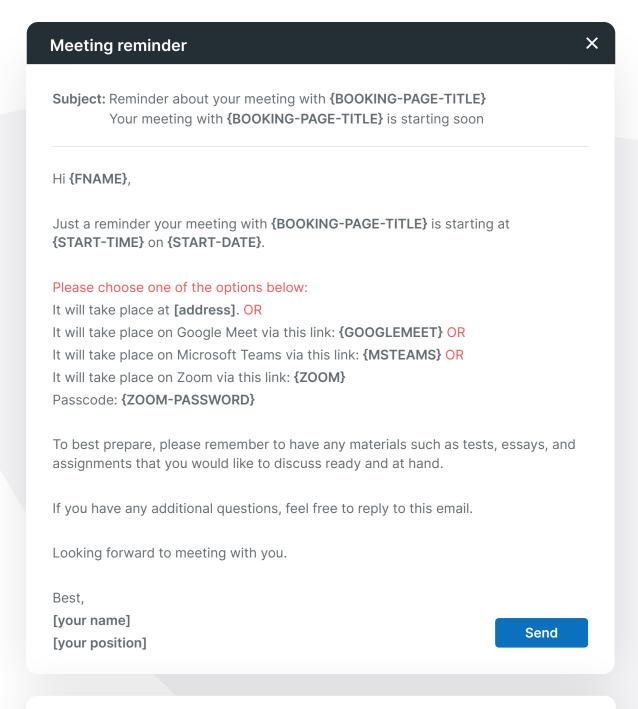






Faculty

Individual meetings during office hours

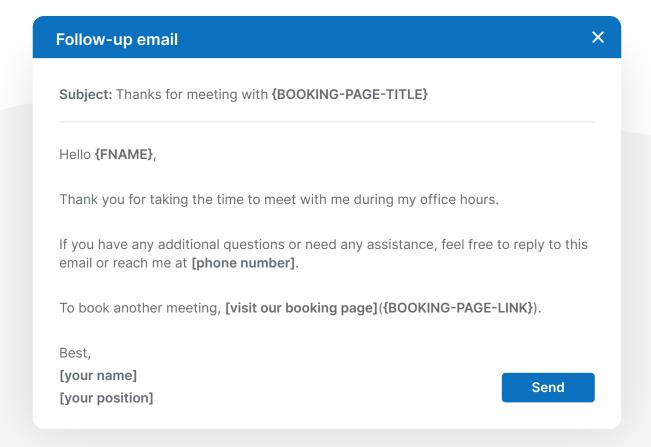






Faculty

Individual meetings during office hours



lili you can book me