

Date

Applicant Name

Applicant Address

Applicant Address

Dear (Applicant Name):

I am pleased to inform you that your application for admission for (term and year) has been favorably reviewed (by our Admissions Committee). We have recommended to the Graduate College that you are to be admitted on full graduate standing to the (degree name) program in (program name).

The final decision on admission is made by the Graduate College. If they concur with our recommendation, and if all necessary documents have been received by the Office of Graduate Admissions, you will shortly receive notice of their decision, information concerning registration procedures and a url to Coastline Promise, an informational website for newly admitted applicants. If you do not receive the official admit letter shortly, please contact me (or other program contact). (Term) begins (date).

If you have any questions concerning the admission or any aspect of the graduate program, please do not hesitate to contact (advisor or other program contact name) at (address, email and/or telephone number).

On behalf of our faculty, I congratulate you on your promising academic record, and I hope you will be able to join our program. We are very happy that you have considered UIC for your graduate studies.

Sincerely,

(dgs name)

Director of Graduate Studies

Signature