

## **VIP NOMINATION EMAIL TEMPLATE**

Dear [Student Name],

Congratulations! I am pleased to inform you that you have been nominated for VIP admission to pursue graduate studies in [Complete Degree Program Name] for the [Term] semester. Your nomination is evidence of the Graduate Admissions Committee's recognition of your superior scholastic achievement. We believe you have much to contribute to the university as a graduate student and are proud to confirm your status as a VIP nominee.

As a result of your nomination, you have been awarded expedited admissions status, whereby most materials necessary to apply for admission to the Graduate School are already processed. For your convenience, I've included instructions below stating exactly what you'll need to complete the VIP admissions process and begin your career as a Roadrunner graduate student.

Once again, congratulations on being designated as a UTSA VIP nominee. Your efforts have been consistently recognized and the Graduate School welcomes you to UTSA graduate studies. I wish to personally extend my warmest congratulations on your nomination, and best wishes from all of us at the University of Texas at San Antonio. Go Runners!

Sincerely,

[Nominating Faculty member]

[Title]

### **Student Instructions for VIP application: Please follow the instructions below and you will be on your way to starting your graduate career here at UTSA.**

1. Go to the [Graduate School application website](#) and begin the graduate application.
2. Respond to questions as follows:
  - a. Select Application Type – Choose either domestic or international based on your status.
  - b. Select Classification – Choose Master's VIP.
  - c. Select your program – Choose the program for which you have been nominated.
  - d. Select a term – Choose the term for which you have been nominated.
3. Complete the application form, pay application fee, and submit application.
4. Once the application is submitted, you will receive an email confirming submission.
5. Within 2-3 business days, you will receive written confirmation of your admission and instructions on registration.

Please verify deadlines for graduate applications [here](#).