

## E-mail template to potential faculty mentor

Dear Dr. Last-name,

I am writing to ask if you will be accepting new students into your research group during this year's admission process. My name is [enter name]. I am an [undergraduate/Masters] student studying [enter major or thesis topic] at [enter institution name]. I am interested in pursuing graduate research at the [Masters/PhD] level in the topics of [enter topics]. *[You can add more here about your research interests and how you've become interested in these topics]*. Based on reading your research pages and seeing that you are conducting research on [enter topics], I believe that you may be a potential mentor for my graduate studies. *[If you have read papers by this person or met them or seen them give a talk, you can add whatever reasons you have for concluding that you would be interested in doing research with them]*.

Please let me know if you will be accepting new students.

Sincerely,

Your name

*[you can attach a CV if you have one]*

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What you can expect.

- Depending on the faculty member you may get a short yes/no reply, or you might get an e-mail asking for more information about your background and interests.
- Faculty may also ask to schedule a phone call or video call so they can talk to you more before we receive your application. This is because time is short (and overlaps with the holidays) between the application deadline and when admissions decisions are made.
- Faculty can not tell you if you will or won't be accepted until the full admissions process is complete.