**How to tastefully correspond with admissions offices:**

A crucial part of the college application process is the research that goes into finding a school that is a fit for you. When in doubt, asking admissions offices questions is encouraged. Most, if not all, admissions offices will be happy to answer any concerns you may have. It could be terrifying, and it certainly has been for many: how, precisely, do you start composing an email to admissions offices, daunting and imposing as they seem to be?

The rule of thumb is to ask when in doubt, take time to think through what your question is (or what your objective in reaching out is), and to respond to emails from admissions offices within 48 hours as a matter of courtesy. If possible, having a third party, a more experienced person, say a teacher, college counsellor, or mentor reading through your email before you send it is a great idea.

Below are some resources that have been written by college counsellors in online college admissions forums that will help you compose a concise cohesive message, and advise you on when, and if, to reach out to admissions offices.

**Online resources:**

1. Should prospective students contact admissions officers during the application process? Yasss! Here’s some further [good read](https://www.unigo.com/admissions-advice/should-prospective-students-contact-admissions-officers-during-the-application-process/171/1) from Unigo, a “network for current and future college students to get to where they’re going”.

2. In addition to first making sure you have a legit email address, here’s how to email college admissions officers: check out [The Princeton Review’s](https://www.princetonreview.com/college-advice/contacting-colleges) fantastic guide.

3. And now for some [template emails](https://magoosh.com/toefl/2015/making-email-contact-with-a-university/) to get you thinking on that draft email.

Notes:

[New York Times](https://thechoice.blogs.nytimes.com/2012/09/18/tip-sheet-8-things-admissions-officers-wish-you-knew-about-applying-to-college/comment-page-1/?_r=0) on keeping in touch:

#### Keep in Touch

Put yourself on the mailing list. Contact a current student, alumnus, or admission representative. The more you know about the university and what it offers academically, socially, and financially, the better informed you will be. This also helps you set and manage realistic expectations concerning the university that you ultimately choose.  
— Linda Sanders-Hawkins, director of admission,[*Howard University*](http://www.howard.edu/)

Stay in touch with the admissions counselors. They can be a big help navigating a very challenging process. The personal touch can also help give the student an additional advocate when it comes time for decisions to be made.  
— Wray Blair, associate vice president for enrollment management,[*Frostburg State University*](http://www.frostburg.edu/)

Check the e-mail account you listed on your application daily. This is our primary communication tool. If your contact information changes, tell us!  
— Ms. Hutton,[*Virginia Commonwealth University*](http://www.vcu.edu/)

#### Parents Need Not Apply

Students should be the ones to keep in contact with admissions counselors, not parents. When the time comes for a school to make the decision on who gets the “fat” envelope, it will help them have a better sense of who they are admitting and how well that person will fit in as a student.  
— Mr. Blair,[*Frostburg State University*](http://www.frostburg.edu/)