

Acceptance email template

Dear _____,

Congratulations! You have been accepted to participate on the MTSU Faculty-Led education abroad program led by Professor _____ to _____ during the _____ term.

The program dates are as follows: _____ to _____.

At this time there are some important steps and paperwork to complete before we can depart to _____ for our program!

I have organized a timeline for your convenience which is ATTACHED to this email. You will not only be working with me, but the Office of Education Abroad as well, so I've added in their deadlines too.

I have attempted to anticipate all possible deadlines and important dates on the timeline, however, please remember that each student is unique and it is ultimately it is your responsibility to ask questions and determine the requirements for your individual situations. Please stay informed!

Faculty leaders: You might also consider adding in some details regarding your scholarship as well as the importance of the mandatory pre-departure orientation!