***Template - “Expression of Interest” email to send to applicants***

***(with a copy to cgradapp@ualberta.ca)***

Dear *[Applicant’s Full First and Last Name]*,

Thank you for your interest in pursuing a *[MSc/PhD]* program in *[Specialization]* in the Department of Civil & Environmental Engineering, School of Mining and Petroleum Engineering at the University of Alberta.

I have looked over the information that you have provided and I would now like to invite you to complete a full application on the Faculty of Graduate & Postdoctoral Studies’ Graduate Studies Management Solution (GSMS) Portal: <https://www.ualberta.ca/en/graduate-studies/admissions-programs/apply/index.html#guide>.

Please note the following:

1. You must attach (upload) a copy of this email (in pdf format) to your GSMS application in order for your application to be considered complete.
2. This email does not, in any way, recommend or guarantee admission to *[program]* in the Department of Civil and Environmental Engineering. Final admission decisions are made by the Faculty of Graduate & Postdoctoral Studies.

I look forward to reviewing your application further.

Regards,

*[Potential Supervisor]*

Cc: Graduate Advisor (Admissions), Department of Civil & Environmental Engineering