



EMAIL SCRIPT to UNDERREPRESENTED MINORITY (URM) STUDENT from UW DEPARTMENT

Dear [*student*],

This is {name} from the department of [*department name*] at the University of Washington. We met at the recent [*conference/graduate fair name*], and I wanted to follow up with you on your interest in our program

There are many wonderful opportunities available in the UW's Department of [name of department]. We wanted to highlight the opportunities available at the [*department name*], where we are committed to diversity, equity and inclusion as well as the highest quality educational experience possible for our students. We are dedicated to:

- advanced training toward graduate degrees
- a resource-rich, collaborative environment
- discovery and innovation
- a cross-disciplinary experience
- active pursuit of students' varied interests

In the department of [*department name*], we specialize in [*list several department specialties*]. One of the recent developments in our department is [*feature recent development*]. Moreover, our faculty [*highlight some faculty achievement, and how graduate students in your department succeed*].

We know that you have a wide selection of great graduate programs across the country to choose from, and hope that you find our department a good fit for your needs. Please feel free to contact me either by phone at [*phone number*] or by email at [*provide email address*]. For more information, visit our website at [*provide website*]. For information related to our colleagues at the Graduate Opportunities & Minority Achievement Program (GO-MAP), visit <http://grad.uw.edu/diversity/go-map/>.

Thank you for your interest in the department of [*department name*] at the University of Washington. We look forward to speaking with you soon about the opportunities here in Seattle.

Warm regards,
Name Title Department

NOTE: When applicable, you might want to mention to students that summer research experiences are available as well. You can refer students to the UW Undergraduate Research Program office at: <http://www.washington.edu/research/urp/>