**Welcome Message for the application**

The welcome message is presented to applicants once they select the academic plan they are applying to. Your program can have one message for all applicants or you can have a customized message for each academic plan.

**Things to remember when creating your Welcome Message**

* The applicant has already decided to apply to your program. It’s therefore not the place to advertise your program
* Keep your message short and use headings to create clearly defined sections.
* Provide clear, concise and useful information that helps the applicant complete the application process
* Provide a website and a person of contact for more information

Below is a sample message you can use to help you get started.

**WELCOME!**

Thank you for your interest in [your program name] at Western University.

**All applicants are encouraged to read the instructions carefully prior to commencing the application.**

**Deadline**

Please note that your application must be submitted on or before [DAY/MONTH/YEAR] to be considered for admission to the program for [MONTH/YEAR]

**Academic Requirements for Admission**

1. [A list of your specific program requirements]

**International Students**

International students and applicants who obtained their undergraduate degree outside of Canada must provide course outlines in English to determine equivalency. Applicants whose first language is not English must provide official proof of proficiency in English. [Include a web link to this information, the SGPS policy is located at http://grad.uwo.ca/prospective\_students/applying/admission\_requirements.html#english].

**Questions**

Questions about the [your program name] or application process should be directed to [your program contact name and email/phone number] for more information. If you encounter difficulties with the online application, please call 519-850-2341 or email gradapps@uwo.ca.

We invite you to view our program’s website at [URL] for further information about our admission process. [Also include information on a when a supervisor will be assigned or if the applicant must find their own supervisor (as applicable)]

We wish you great success with your application and look forward to working with you.

**Other Suggestions/Ideas**

* Let the applicant know if they are responsible for contacting potential supervisors
* Advertise any collaborative program associated with your program
* Indicate both the deadline for domestic and international applications if they are different
* Provide information on when admission decisions are released (if possible)
* When listing academic requirements for your program, be sure to highlight any that have caused confusion for applicants in the past or would automatically make an applicant ineligible for your program. For example applicants to the Master of Social Work program must have a Bachelor’s of Social Work degree.