

# Sample Acceptance Letter

[University Letterhead]

Date: [Month Day, Year]

Student Name: [Applicant's Full Name]

Student Address: [Applicant's Address]

Application Number/Student ID: [Insert Number]

Dear [Applicant's Name],

**Re: Admission to [Program Name], [Degree Level]**

Congratulations! On behalf of the Admissions Committee at [University Name], I am pleased to offer you admission to the **[Program Name]**, beginning in the **[Fall/Winter/Spring] term, starting on [Program Start Date]**.

Your admission is **[unconditional/conditional]**. If conditional, please ensure you submit the following outstanding documents by [Deadline Date]:  
- [e.g., Final official transcripts, proof of English language proficiency, etc.]

## Next Steps

1. **Confirm Your Acceptance:** Log in to your student portal at [Portal Link] and confirm your offer by [Confirmation Deadline].
2. **Visa Application:** Use this letter to apply for your Canadian study permit/visa. For more information and guidance, visit [Immigration, Refugees and Citizenship Canada \(IRCC\)](#).
3. **Tuition Deposit:** A non-refundable deposit of [Amount] CAD is required by [Payment Deadline]. Tuition fee details can be found [here](#).
4. **Orientation:** Attend the mandatory international student orientation on [Orientation Date]. Further details will be sent to your registered email.

Please check your email regularly for important updates regarding course registration, housing, and student services. We are committed to supporting you throughout your academic journey at [University Name].

If you have any questions, feel free to contact the International Student Office at [Contact Email] or call us at [Phone Number].

Once again, congratulations on your admission! We look forward to welcoming you to our diverse and dynamic campus community.

Sincerely,

[Admissions Officer Name]

[Title/Position]

[University Name]

[University Contact Information]