

# Sample College Admission Letter with Deferred Entry Conditions

[Date]

[Applicant Name]  
[Applicant Address Line 1]  
[Applicant Address Line 2]  
[City, State, ZIP Code]

Dear [Applicant Name],

Congratulations! On behalf of the Admissions Committee at [College/University Name], I am pleased to inform you of your acceptance into the [Program Name] for the academic year [Year/Term]. We were impressed by your academic achievements and extracurricular contributions, and we look forward to welcoming you to our campus community.

## Deferred Entry Conditions

We have received and carefully considered your request to defer your enrollment. We are pleased to grant you a deferred entry, allowing you to begin your studies in the [Deferred Term/Year, e.g., Fall 2025] instead of the original [Term/Year, e.g., Fall 2024] start date. This offer of admission is conditional upon the following requirements:

- You must confirm your acceptance of the offer and your intention to defer by submitting the enclosed Confirmation of Deferred Entry form no later than **[Deadline Date]**.
- If applicable, a non-refundable deposit of **[Deposit Amount]** must be paid by **[Deposit Deadline]** to secure your deferred place in the program.
- You may not enroll in credit-bearing academic coursework at another institution during your deferral period without prior approval from the Office of Admissions.
- You must notify the Office of Admissions immediately of any changes to your academic or personal circumstances that might affect your eligibility for admission.

Please review all enclosed materials for important next steps. Should you have questions about your deferred entry or require additional guidance, do not hesitate to contact our admissions office at [Contact Information].

Once again, congratulations on your admission to [College/University Name]. We are excited for you to join our community and wish you a productive and meaningful deferral period.

Sincerely,

[Admissions Officer Name]  
[Title], Office of Admissions  
[College/University Name]  
[Contact Information]