

Sample International Student Admission Inquiry Letter

[Your Name]
[Your Address]
[City, State/Province, Postal Code]
[Country]
[Email Address]
[Date]

Admissions Office
[University Name]
[University Address]
[City, State, Postal Code]
[Country]

Dear Sir/Madam,

I am writing to inquire about the admission requirements and available scholarships for international students at [University Name]. I am very interested in applying for the **[intended degree/program, e.g., Bachelor of Science in Computer Science]** for the **[upcoming intake/semester, e.g., Fall 2025]** and would appreciate detailed guidance to prepare a competitive application.

Could you please provide information on the following:

- Application procedures and important deadlines for international students;
- Eligibility criteria and required documents for admission;
- English language proficiency requirements;
- Details on available scholarships, financial aid options, and how to apply for them;
- Any specific guidance for international applicants.

I am committed to pursuing my education at [University Name] and believe that the opportunities provided by your institution will help me achieve my academic and career goals. Any brochures, application forms, or relevant links would also be greatly appreciated.

Thank you very much for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]