

This is a sample letter to inquire about the admission process for international students.

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Country]
[Email Address]
[Date]

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

Subject: Inquiry about Admission Process for International Students

Dear Sir/Madam,

I am writing to request detailed information regarding the admission process at [University Name] for international students. I am eager to apply for the [specify program, e.g., Bachelor of Science in Computer Science] for the [year/term] intake and would appreciate your guidance on the following matters:

- **Application requirements:** Please specify the documents and academic qualifications needed from international applicants.
- **Application deadlines:** What are the important dates for submission of applications and supporting documents?
- **Language proficiency:** Are there minimum language test scores (e.g., TOEFL, IELTS) required?
- **Scholarship opportunities:** Could you provide information about available scholarships or financial aid for international students?
- **Visa process:** What are the necessary steps for obtaining a student visa upon admission?

Thank you very much for your time and assistance. I look forward to your response and further guidance regarding the application process.

Sincerely,
[Your Name]