

DUXP: Sample Professor Email

Below is a suggested outline and sample text of an email requesting permission to register for a course that's:

- Closed,
- Graduate-level (4000+), **or**
- A class for which you think you meet the pre-requisites but need the instructor's permission to register.

Put this information in your own words. Do not "copy and paste" any part of this email into an email to a professor. Your voice is the most powerful voice a professor can hear. Let the email be authentically your own!

Attach one of these to your email. **Do not send a blank form!** You must complete the student portion before sending.

- [Add/Drop Form](#)
- [Undergraduate Permission Form](#) (for graduate-level classes)

Subject: Request for permission to register for *[course name]*

Dear Professor *[Last name]*:

Introduce yourself and briefly what you need:

I am an exchange student studying at DU this fall quarter. It will be my first and last *[quarter/year]* at DU, and I need your permission to register in one of your courses.

Use detailed information on the specific class you want to take (course name & times) to make a clear request:

I'm writing to request permission to register for your *[course name and time, such as INTS 3988 International Monetary Relations course on Tuesdays and Thursdays from 2-4pm]*.

Explain your situation as an exchange student and note your home university studies:

As a "special status" student, I need to receive faculty permission via email to register for many of my classes because my transcript is not fully loaded in the DU Banner system. At my home university, I am a *[second, third, fourth]-year student majoring in [list your primary area or field of study (called a "major" in the USA)]*.

Briefly explain your interest in the subject and need for the course. If applicable, mention previous courses that you've taken in the discipline.

- Specifically, if there is a DU course listed as a pre-requisite, mention any classes you've taken before that you feel could qualify as that pre-requisite (for example, if a 1000-level Business class is a pre-requisite, and you took an Introduction to Business class at your home institution, mention that).
- Do NOT mention anything about your request being at matter of convenience, such as "yours is the only class that fits into my schedule."
- Personalize your interest so that you stand out from the rest of the many emails the professor will receive asking about registration.

- If it is a graduate-level class (4000+), explain that you realize this is a graduate course but that you feel your past coursework would allow you to be successful in the course.

Your course is one of the reasons I applied to come to Denver, and it will fulfill a requirement for my degree. I have already completed [*one, two*] years of coursework in this area. I noticed the following pre-requisites were listed for this course: [*list DU pre-requisite courses here*]. I have taken similar courses at my home institution that I feel would meet this requirement: [*list the courses you have taken here*]. I plan to pursue a career/graduate degree in [*your interest*] after graduation.

Attach your transcript from your home university:

I have attached a copy of my transcript from home (in English) in case you need that information.

Include instructions on how the professor can officially give you permission to take the class: Use the *Undergraduate Permission Form* instead of the *Add/Drop Form* if you're requesting to take a graduate-level class.

I would very much appreciate your permission to take this class. If I have your approval, may I ask that you sign the attached *Add/Drop form*, save it, and forward it to the Registrar's office (registrar@du.edu)? If you wouldn't mind CCing me on that email, that will help me keep track of whether permission has been granted.

Briefly explain how to get more information about you:

If you need more information about me, please let me know. You can also contact my exchange coordinator in the Office of Internationalization if you would like a better understanding of my exchange program.

DUXP Coordinator, Office of Internationalization
duxp@du.edu, 303.871.2091

Express gratitude:

Thank you so much for your time and consideration.

Sincerely,

[Your first and last name]
DU ID *[Your DU student ID number]*
[Your email address and telephone number]

Don't forget to attach BOTH your:

- English transcript, AND
- Add/Drop Form OR Undergraduate Permission Form (complete the student portion before attaching!)

You can check your class schedule on [PioneerWeb](#) to confirm that you have been registered for the class.