

Sample Welcome Letter for New Transfer Student
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Date

Hello, Xxxx:

I was recently notified that you transferred into the xxx program this spring term. I'd like to welcome you to Ferris State University and to our program.

My name is Dr. xxx, and I serve as a faculty advisor for xxx students. I am responsible for advising you when it comes to anything related to your xxx courses, internship, and program capstone requirements.

[March 21] is the start of registration for [fall] term courses, and I wanted to make sure you are on track with the courses in sequence and to help you map out your academic plan for xxx courses and also for the courses in your minor.

To let you know, my name is not on your MyDegree or MyFSU advising listing just yet, but you should plan on making an appointment with me by [date]. My office hours this term, along with my contact information, appear below. Here is a link to my website: www.xxxxx as well.

In the meantime, if you have any questions, please feel free to email or call me. Wishing you all the best this term, xxx !

Advisor Name

Title/Role

Program/Department

Contact Information

Office Hours