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| **To:** | Dr. Haley Ye, Dean of Graduate Studies and Research |
| **From: CC:****Date:****RE:** | *Your name*, Director, *your program name* |
| Rachel Moran (Staff who is in charge of admission) |
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| Approval of admission of *student name* into the *program name* |

Dear Dr. Haley Ye,

I would like to request *Student Name* be granted Conditionally Classified admission into *your program name* for *Semester X*.

*Item 1: Explanation of why this student is recommended for the special admission by your admission committee (a few sentences)*

*Item 2. A list of conditions the student must fulfill during the first semester or two*

*For example: a list of courses the student needs to complete with a specific GPA during a specific semester (no longer than 2 semesters)*

*Item 3:* If *student name* fulfils the above requirements*, he/she* will be advanced to a classified graduate student.

Thank you for your consideration in this matter. I look forward to your response.

Name of the director

Signature and date

