

# How to Write An Academic Email

# Example Problem

You are a Masters student doing a thesis on gravitational waves. You see this online:

## Gravitational Physics Summer School 2017

The University of Amsterdam will host a summer school on gravitational physics in the summer of 2017. We welcome applications from students in the first or second year of their PhD or highly qualified Masters students. Some limited travel grants will be available. Inquiries should be sent to Prof. Alejandra Castro at [a.castro@uva.nl](mailto:a.castro@uva.nl).

Question: can you go?

# How to **not** write an academic email

To a.castro@uva.nl

From: [physicsdude432@gmail.com](mailto:physicsdude432@gmail.com)

Subject: ?

dear sir

i wanna apply to sumer school but i still do masters ...?

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[Research](#) [Education](#) [People](#) [PhD/PD Council](#) [Vacancies](#) [Contact](#)

N

 A. Castro

Is



Photographer: Linda Uruchurtu

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at

clintanglement Entropy in Warped Conformal Field

# How to write an academic email: beginning

To: a.castro@uva.nl

From: nabil.iqbal@gmail.com

Subject: Question about application to  
summer school.

Dear Prof. Castro,

Better email address (best: use .edu address)

Useful subject

Polite start! (Don't get gender wrong!  
If in doubt, "Prof." is usually safe)

# How to write an academic email:

## text

My name is Nabil Iqbal and I am currently in the second year of my Masters study at BlahBlah University. I am currently working on a project on gravitational waves with Prof. SoAndSo.

Useful info about yourself.

I am interested in applying to the Gravitational Physics Summer School 2017 and wanted to know if I would be eligible, both for admission as a Masters student and for a travel grant.

Clear request.  
Good grammar, spelling.

Please do not hesitate to contact me if I can provide any more information.

# How to write an academic email: closing

Best regards,

Polite closing

Nabil Iqbal  
BlahBlah University  
+12345678

Again, lots of info.

# Main ideas:

1. Person you are writing to has no information about you, so **everything counts!**
2. Good **grammar**, good **capitalization**, good **spelling (use spell-check!)**, be **polite**. Spend time on this part.
3. Make sure your **question/request** is **clear**.