

Major Declaration Advising

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]

[Department Name]

[University Name]

Dear [Student's Name],

Welcome to [University Name]! We are excited to have you as a transfer student in our department. As you consider declaring your major, we would like to guide you through the process and provide you with important information.

Please schedule a meeting with me at your earliest convenience to discuss your academic goals and how they align with our available majors. It is essential to understand the requirements and opportunities each major offers, as well as how they fit into your long-term career aspirations.

Here are a few things to consider before our meeting:

- Review the list of majors offered by our department.
- Consider your interests and career goals.
- Prepare any questions you may have regarding the majors.

If you have any preliminary materials or transcripts that could help inform our discussion, please bring those as well.

Looking forward to working with you on your academic journey!

Sincerely,

[Advisor's Name]

[Advisor's Title]

[Department Name]

[University Name]

[Email Address]

[Phone Number]