

Inter-Institutional Degree Application

Date: [Insert Date]

To,

In-charge Admissions
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Admissions Office/Specific Name],

I hope this message finds you well. My name is [Your Name], and I am currently enrolled at [Your Home Institution Name] in the [Your Degree Program] program. I am writing to formally apply for the inter-institutional degree program that your esteemed university offers in collaboration with my current institution.

After thorough research, I find that [University Name] provides an excellent curriculum and outstanding faculty which aligns perfectly with my academic and career aspirations. I am particularly interested in [specific program/major details] that will enhance my learning experience.

Enclosed with this letter, you will find all the required documents, including my academic transcripts, recommendation letters, and personal statement. I am hopeful that my application will meet your admissions criteria.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within your academic community.

Sincerely,

[Your Name]
[Your Address]
[Your Email]
[Your Phone Number]