

Emailing Faculty (Especially If You Are Abroad!)

As mentioned, the first meeting with a faculty member should be face-to-face. However, sometimes that is not possible, especially if you are studying abroad. If you must contact a professor via email, following these tips:

1. Always put an appropriate short title in the subject line of your e-mail.
2. Always have an email tag that carries your full name as your identity (not a nick name or slang) so that it is clear who is sending the e-mail.
3. In the e-mail, convey succinctly: who you are; where you are; and what you want from the faculty member. Explain your topic and governing question, your preparation (language proficiency, courses taken, previous papers or experience with the topic), and other relevant information, very briefly. Another professor can contact other faculty to help you get connected.
4. Ask another faculty member whom you know to act as an intermediary for the first face-to-face meeting.

If for some reason you absolutely have to mail a professor an attachment, it is essential that you first send us an e-mail informing us when it will arrive and what the attachment file will be named to avoid sending viruses.