

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Admissions Office]  
Indiana University  
[University Address]  
[City, State, ZIP Code]

Dear Admissions Committee,

I hope this letter finds you well. I am writing to share some valuable tips for prospective students applying to Indiana University.

1. **\*\*Research Your Programs\*\***: Encourage applicants to thoroughly research their intended programs to understand specific requirements and available resources.
2. **\*\*Personal Statement\*\***: Emphasize the importance of a strong personal statement that reflects their personality, interests, and motivations for applying.
3. **\*\*Letters of Recommendation\*\***: Suggest selecting recommenders who know them well and can provide detailed examples of their abilities and character.
4. **\*\*Extracurricular Involvement\*\***: Advise highlighting unique extracurricular activities that demonstrate leadership, commitment, and interests outside academics.
5. **\*\*Attention to Detail\*\***: Remind applicants to double-check their applications for completeness and clarity before submission.
6. **\*\*Prepare for Interviews\*\***: If applicable, prepare for interviews by practicing common questions and articulating their passion for their chosen field.
7. **\*\*Stay Organized\*\***: Recommend keeping track of deadlines and requirements using a checklist to ensure nothing is missed.

Thank you for considering these tips to help future students successfully navigate the application process to Indiana University.

Sincerely,  
[Your Name]