

Application Letter Expectations University Studies Program

The application letter should convey the following information:

1. Introduction – brief explanation of who you are, where you are from, what your current major is, etc.
2. Explanation – explain why your current major does not meet your current needs and expectations (why do you want to change to the Bachelor's Degree in University Studies), and how do you expect this U. S. degree will help meet your current and future needs and expectations?
3. What are your goals for the future (academics, occupationally, etc.) and how the University Studies Degree will assist you in achieving those goals?
4. How does the minor/certificate/clusters relate to each other, and how do they relate to what you intend to do following graduation?
5. Skills Set – what specific skills have you acquired in your education, and what skills do you intend to acquire as part of this academic program? How will these skills aid you in your future (academically, occupationally, personally, and professionally)

The application letter needs to convey to the faculty coordinator and academic advisors specific goals that the student wishes to accomplish through the University Studies program. The applicant needs to utilize appropriate, professional language, and she/he needs to explain why the change to a University Studies degree is in her/his best interest.

EXAMPLE

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Dr. John Doe
Faculty Coordinator
University Studies Program
Brigham Young University Hawaii

Dr. Doe,

My name is David Buckner, and I am in my senior year at Brigham Young University in Hawaii. At present, I have completed 103 hours towards a degree in Biology, originally intending to apply for entrance into medical school upon completion of my undergraduate program. While I have taken many courses in both biology and chemistry, I have also taken several courses in business. These were management courses that would have been helpful when I eventually started my own medical practice.

During my studies at BYU Hawaii, my academic interests have changed, and I have found that I no longer wish to be a physician, and I do not plan on entering medical school following graduation. Instead, I am planning on seeking employment in the area of pharmaceutical sales, an area where I do need a college degree, but where I do not need to have a degree in biology to obtain employment in that field.

Making the change to a degree in University Studies will allow me to complete a Bachelor's Degree much sooner than if I were to continue with my original academic track. Working with my academic advisor, we have identified academic clusters in biology and chemistry that directly support my plan to obtain a degree in University Studies. My knowledge of human anatomy and physiology, along with biology and biochemistry will be beneficial when communicating with physicians and other clients in determining which medications they will need for their patients, as well as giving me better insight as to how these pharmaceuticals will aid in the treatment of various illnesses and disease.

It is my hope that you will favorably consider my application for admission into the University Studies Program. Acceptance into University Studies will enable me to complete my degree much sooner than if I were to remain in my current track of study, and will allow me to seek and hopefully obtain employment in my area of interest. Thank you for your consideration.

Sincerely,

David L. Buckner