

# HOW TO CORRESPOND WITH UWI OFFICIALS



## USE YOUR STUDENT EMAIL ADDRESS

**my.uwi.edu**

It is necessary to use your UWI student mail address. This address gives the receiver some clear information about you.



## MENTION THE SUBJECT IN THE SUBJECT LINE

**Never send an email with a vague subject**

A well-defined subject makes it easier to judge the importance of an email.

## START WITH THE RIGHT FORM OF ADDRESSING

**Dear Dr Smith**

In communication with a UWI Official it is best to use a more formal form of addressing, e.g. Dear Dr, Dear Mrs ..., Dear Mr.

## MENTION YOUR STUDENT ID NUMBER

**81600000**

Never send an email without your ID number. Inserting your ID number in an email allows the receiver the opportunity to find all the information necessary to assist you.

## USE A CLEAR STRUCTURE IN YOUR EMAIL

**BE Concise**

State your name, your ID number, the name of your programme and which year you are in, then proceed with your issue.



## USE AN APPROPRIATE SIGN-OFF

**Best Regards**

Some options of a standard email ending are, "best wishes", or "yours sincerely". It is nice to end with an appreciation of thanks as well.

## LEAVE YOUR CONTACT NUMBER

**Give them options to contact you**

It's never a bad idea to leave your contact number behind. Often times it is more beneficial for you to have a conversation with an official rather than receive an email.