

## 10.7 - Email templates for e-nomination

### Example of nomination email sent to the partner institution (nomination)

From: Anna Janssen a.janssen@tu-amsterdam.nl  
To: John Smith - john.smith@uni-london.uk  
Subject: e-nomination | Technische Universiteit Amsterdam | nomination of exchange student(s)

Dear John Smith,

We would like to nominate the following student(s) for exchange studies at your institution:

Home institution: Netherlands - Technische Universiteit Amsterdam  
Host institution: United Kingdom - University of London  
Surname, first name: Jones, Lisa  
Sex: Female  
Date of birth: 11/04/1988  
Field of study: 08.3 - History  
Study level: U - Undergraduate  
Exchange period: Summer Semester 08 - Winter Semester 08/09 (2 Semesters / 10 Months)  
Email: lisa.jones@student.tu-amsterdam.nl  
Nomination code: HA2VRF

Our institution is using e-nomination for processing the nomination of exchange students. Please follow the link below to acknowledge the receipt of the nomination and for all other tasks regarding nominated students (e.g. information about application, acceptance, refusal, etc.).

<https://www.moveonnet.eu/mymoveonnet/enomination>

If you have any remarks or questions concerning a student, please use the function also available on this site to contact us instead of replying to this email.

Thank you for your cooperation.

Best regards,

Anna Janssen  
Technische Universiteit Amsterdam

### Example of notification email sent to the student (nomination)

From: Anna Janssen a.janssen@tu-amsterdam.nl  
To: Lisa Jones lisa.jones@student.tu-amsterdam.nl  
Subject: nomination of exchange studies | University of London

Dear Lisa Jones,

Today we have sent your nomination to our partner institution with the following details:

Home institution: Netherlands - Technische Universiteit Amsterdam  
Host institution: United Kingdom - University of London  
Sex: Female  
Date of birth: 11/04/1988  
Field of study: 08.3 - History  
Study level: U - Undergraduate  
Exchange period: Summer Semester 08 - Winter Semester 08/09 (2 Semesters / 10 Months)  
Email: lisa.jones@student.tu-amsterdam.nl  
Nomination code: HA2VRF

This nomination does not guarantee acceptance from the partner institution and you must still complete the application procedure for the partner institution. As soon as our partner institution has dealt with your nomination it will inform you by email about the application procedure in place. If you do not receive any information from the partner institution, please consult the institution's website for further details about the application formalities or contact us directly.

Best regards,

Anna Janssen  
Technische Universiteit Amsterdam

## Example of acknowledgement of receipt sent by the partner institution (acknowledgment)

From: John Smith - john.smith@uni-london.uk  
To: Anna Janssen a.janssen@tu-amsterdam.nl  
Subject: e-nomination | University of London | acknowledgement of receipt of nomination

Dear Anna Janssen,

We would like to acknowledge the receipt of the nomination of the following student(s) from your institution:

Home institution: France - Université Paris  
Host institution: United Kingdom - University of London  
Surname, first name: Jones, Lisa  
Sex: Female  
Date of birth: 11/04/1988  
Field of study: 08.3 - History  
Study level: U - Undergraduate  
Exchange period: Summer Semester 08 - Winter Semester 08/09 (2 Semesters / 10 Months)  
Email: Anna Janssen a.janssen@tu-amsterdam.nl  
Nomination code: HA2VRF

Below you will find information about the next steps for the application to our institution. This information has also been sent directly to your student(s).

Please note that this acknowledgment does not guarantee acceptance. We can only give you a definitive answer after you have correctly completed the application process.

You will find further information about the application process for our institution, accommodation and courses of study on our website at the following link:  
<http://www.uni-london.uk/international/exchanges/index.php>

Please apply at the latest until May 31st of each year for the following winter semester or until January 31st if you wish to study here in the summer semester.

The International Office has only a limited number of rooms in student residence available for exchange students! Therefore we cannot guarantee accommodation in a student residence.

Please follow the link below to send us any remarks or questions concerning a student or to cancel a nomination instead of replying to this email.  
<https://www.moveonnet.eu/mymoveonnet/enomination>

Thank you for your cooperation.

Best regards,

John Smith  
University of Technology, London

## Example of an e-mail asking the partner institutions to nominate incoming students via e-nominations

Dear partners,

After having successfully nominated our outgoing students from the Université XXXX using e-nomination, we would now like to enhance our incoming procedure as well. Therefore applications from your students to the Université XXXXX can only be taken into account if you nominate them using e-nomination. Once nominated, the students will be informed directly per e-mail about the application procedure at our institution.

To nominate your students, please follow the link <https://www.moveonnet.eu/mymoveonnet/enomination>

To proceed with the e-nomination you will be asked to register. This is free of charge. e-nomination simplifies the student nomination process for the International Office and keeps students updated about the status of their nomination. It could be useful for the nomination of your students as well.

We would be very glad to welcome your students. Should any questions arise, please do not hesitate to contact us.

Best regards,