

# Message Template

## [COLABS Applicant → Prospective TU Academic Advisor]

TO:	<b>colabs@grp.tohoku.ac.jp</b>	<b>REQUIRED</b>
CC:	<i>(your Home Academic Advisor)</i>	
CC:	<i>(your coordinator)</i>	
CC:	<i>(your secondary email address, if available)</i>	
Subject:	<b>[COLABS] Consent Request - Katie MATH (ABC University)</b>	Formats for <b>Message Title</b> and <b>File Name</b> to be followed
Attachment:	<b>COLABS Consent Request Form_Katie MATH</b>	

Dear Professor Hanako NAKAUCHI<sup>(1)</sup>,

My name is Katie MATH<sup>(2)</sup> from ABC University<sup>(3)</sup>.  
I am writing you regarding the Consent Request Form.

Please find attached my documents<sup>(4)</sup> as follows for your review.

- Consent Request Form
- Official Academic Transcripts (Undergraduate and Graduate)

[Prospective TU Academic Advisor]<sup>(1)</sup>  
Professor Hanako NAKAUCHI

[Prospective TU Academic Advisor's Email]<sup>(5)</sup>  
tuprof@tohoku.ac.jp

[Participating Term]<sup>(6)</sup>  
2020 April to 2021 March

[Summary of my research plans]<sup>(7)</sup>  
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Best regards,  
Katie MATH  
ABC University  
sample@abc.univ.edu

### **IMPORTANT**

- (1) Prospective TU Academic Advisor**  
(Title First FAMILY)
- (2) Name**
- (3) Home University**
- (4) Attachment File**
- (5) Email of Prospective TU Academic Advisor**
- (6) Desired Term of Participation**
- (7) Summary of your research plans**

### 💡 Consent from Advisor 💡

It will take him/her **5-10 business days** to review your documents and get back to you.

We strongly recommend that COLABS applicants **give him/her as much advance notice as possible** so that there is enough time to complete the online application (T-cens) by the relevant deadline.

No immediate responses can be expected especially for last minute requests.

[Deadlines]

- Nov. 15 for Spring Enrollment
- Feb. 20 for Fall Enrollment