

## Incomplete Applicant – DAY 0 Email

Subject: Application Received at SHSU - Additional Steps Required



[Check Status](#)

Dear \${Contacts.First Name},

We are pleased to have received your Graduate School Application from ApplyTexas.

### Next Steps:

- Create your [SHSU Self Service Center](#) account using:

Your date of birth

First Name: **\${Contacts.First Name}**

Last Name: **\${Contacts.Last Name}**

Email: **\${Contacts.Email}**

- [Log in](#) and pay your application fee
- Upload missing requirements
  - You can upload unofficial transcripts to your Self Service Center account for admission consideration. **Official transcripts are required upon receipt of an admission decision made using unofficial transcripts.** View our [FAQs](#) for how to submit your official transcripts.

Thank you for applying to SHSU!

Office of Admissions - Graduate Programs

Sam Houston State University

Box 2478, Huntsville, TX 77341-2478

936.294.1971

[graduate@shsu.edu](mailto:graduate@shsu.edu)

[shsu.edu/grad](http://shsu.edu/grad)

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[Check Status](#)

Dear \${Contacts.First Name},

We have received your application for admission at Sam Houston State University. As an international applicant, you will need to submit additional items to help us review your credentials:

- Official copy of your university transcript from your baccalaureate degree granting institution with your degree(s) conferred
- English proficiency test score

View our [International Admission Requirements](#) for information on how to submit your transcript(s), details regarding transcript evaluations, and English proficiency test requirements.

[International Admission Requirements →](#)

## Questions about your application?

Log into your [SHSU Self Service Center](#) account to check your status and upload materials required by your program, or contact Admissions at 936-294-1971 or [graduate@shsu.edu](mailto:graduate@shsu.edu).

[Check App Status →](#)

## Questions about being an international student at SHSU?

The Office of International Programs (OIP) is dedicated to supporting international students at SHSU. Contact OIP at [oip@shsu.edu](mailto:oip@shsu.edu) for questions regarding immigration, cultural adjustment, and more. After admission, international students receive pre-arrival information, including how to obtain the I-20 and apply for a student visa.

Office of International Programs →

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## Your SHSU graduate school application is incomplete.

Your **\${Iterations.Iteration Name}** application still has some outstanding items. Complete your file today!

The following items are outstanding:

@{Requirements.GR - Missing Resume Requirements}

Recommendations:

@{Recommendations.GR - Recommendations that are Pending }

The status of your application fee  
is @{{Invoices.OpenInvoiceforDay2EmailInvoiceStatus}}

To upload missing items, pay your application fee, and check your application status, log in to your SHSU Self-Service Center with your username **\${Contacts.Self Service Center Username}**.

[View My Application →](#)

SHSU is... *Supporting Students*

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Incomplete Applicant – DAY 5 Out of State

Subject::SHSU Application Residency Verification - \${Contacts.Student ID}



Dear \${Contacts.First Name},

Sam Houston State University has received your application, and your residency status is classified as out-of-state. This status may affect your tuition rates.

If you believe you are classified incorrectly, please visit our [Texas Residency Classification website](#) to find information on how to prove your Texas residency by the due date. Residency documentation is not required to receive an admissions decision. We want to ensure that your tuition is calculated appropriately.

If you are an out-of-state applicant and plan to enroll in only face-to-face courses, you are classified correctly in our system. Please disregard this email.

If you are an out-of-state applicant and plan to enroll in only online courses, you are still classified correctly. Please disregard this email. Your tuition will adjust to the online rate.

Need assistance? We are happy to help! Just reply to this email and include your **Sam ID: \${Contacts.Student ID}**.

Thank you,  
SHSU Residency Officer

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## Incomplete Applicant – DAY 7

Subject: \${Contacts.First Name}, your application is awaiting your review



[Check Status](#)

Hi \${Contacts.First Name},

We noticed you have not yet activated your SHSU Self Service Center account. Activating your account allows you to view and upload required materials to complete your application and track the status of your application.

Here's what you need to do:

- Create your [SHSU Self Service Center](#) account using:
  - Your date of birth
  - First Name: **\${Contacts.First Name}**
  - Last Name: **\${Contacts.Last Name}**
  - Email: **\${Contacts.Email}**
- [Log in](#) to review your application and upload additional required items.
  - You can upload unofficial transcripts to your Self Service Center account for admission consideration. **Official transcripts are required upon receipt of an admission decision made using unofficial transcripts.** View our [FAQs](#) for how to submit your official transcripts.

Have questions? We're here to help! Call our office at 936-294-1971 or simply reply to this email and include your **SamID: \${Contacts.Student ID}**.

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Check Status

## `\${Contacts.First Name}`, not sure where to start on your personal statement/essay?

Nobody knows you better than *you*. Regardless of what it's called—personal statement, statement of purpose, essay—this personal writing sample is an important part of your graduate school application. It gives you the chance to introduce yourself and what makes you stand out from the rest.

Some programs have a prompt for what you should discuss. Check your [Self Service Center](#) to see if your application includes a writing prompt. If not, here are some tips to help you complete this item.

### Tips for Writing your Personal “Essay”



Address your purpose for pursuing a graduate program.

What is your *meaning* for pursuing a graduate program? Include what events led you to choose this field. Is it a personal reason? Did you read an article about something? Did that lead to extra personal research on the topic?



## Include why you chose your program.

Talk about your excitement for pursuing the program. Include what you know about your program. Are there any professors you're interested in working with? Are there any courses you look forward to? Make connections to your life and your interests.



## Mention your experiences in the field.

What personal/academic/professional experiences do you have related to the field? Keep these focused on during and after college. Talk about your transferrable skills—critical thinking, communication, listening, teamwork—that will help you succeed in the program.



## Be authentic. Draft, edit, repeat.

Don't try to impress with using words outside your vocabulary or when exaggerating your experiences. Stay true to your writing style and allow time for editing.

[Upload My Materials →](#)

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## Incomplete Applicant Campaign – DAY 15

Subject: \${Contacts.First Name}, your SHSU application needs your review



Hi \${Contacts.First Name},

We're writing to let you know that you have not yet submitted the supplemental materials as required by your program. You must submit these items to Admissions by [program-specific deadlines](#) to be considered for admission. Log in to your SHSU Self Service Center account to view the items you need to submit.

[SHSU Self Service Center →](#)

Have questions? We're here to help! Call our office at 936-294-1971 or simply reply to this email and include your **SamID: \${Contacts.Student ID}**.

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[Check Status](#)

Hi \${Contacts.First Name},

Activating your SHSU Self Service Center account allows you to quickly and easily view and upload required materials to complete your application.

*Need help or have questions?* Contact us at 936-294-1971 or simply reply to this email and include your **SamID: \${Contacts.Student ID}**.

*Ready to activate your account?* Here's what you need to do:

- Create your [SHSU Self Service Center](#) account using:
    - Your date of birth  
First Name: **\${Contacts.First Name}**  
Last Name: **\${Contacts.Last Name}**  
Email: **\${Contacts.Email}**
  - [Log in](#) to review your application and upload additional required items.
    - You can upload unofficial transcripts to your Self Service Center account for admission consideration. **Official transcripts are required upon receipt of an admission decision made using unofficial transcripts.** View our [FAQs](#) for how to submit your official transcripts.
-

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Incomplete Applicant Campaign – DAY 35

Subject: Your SHSU graduate school application is waiting



[Check Status](#)

**\${Contacts.First Name}, your SHSU graduate school application is incomplete.**

Your application still has some outstanding items. Complete your application today!

[View My Application →](#)

**SHSU... *supporting students***

We are committed to promoting student success and engagement through academic support, professional development, and travel and research support.



Academic  
Support

Professional  
Development

Funding  
Support

*"I've been given such great mentorship throughout all of my years, but then there's also a social and collective environment of support and encouragement." - Meghan M., PhD*

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Incomplete Applicant Campaign – DAY 60

2025-GR-App-Incomplete-Why Choose 2

Subject: Build connections with SHSU - Complete your application today!



Check Status

$\{\text{Contacts.First Name}\}$ , your SHSU graduate school application is incomplete.

Submit your outstanding application requirements and complete your application today.

View My Application →

SHSU... *building life-long connections*

At SHSU, you will develop meaningful, long-lasting professional and personal connections with SHSU faculty and staff, community mentors, and fellow students.



Student  
Orgs

Community  
Mentorship

Student  
Lounge

*"Having the most friendly faculty that I ever met in a graduate school, and with the help, guidance, and courage given to me by all the professionals and services, my time at SHSU remains the most memorable two years of my life." - Gayan A., MS*

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Check Status

`${Contacts.First Name}`, your application is still incomplete.

Log in to your SHSU Self Service Center account to view your outstanding items.

View My Application →

## SHSU... *innovation and collaboration*

Our faculty and students engage in research and works that support innovation and collaboration across the university and beyond, including:

- a Library Science faculty member who co-founded a teen book festival program,
- a doctoral student podcast mini-series to promote societal change in colleges and universities,
- the discovery of a new species of amphibian from a collection of amber fossils,
- dance research studying how AI organizes the movements of the human body,
- and so much more!

[Discover more SHSU stories →](#)

*"[My] program was one of the most challenging and rewarding experiences of my life. I made connections with professionals on my campus and other campuses that I had never met before and learned from their experiences." - Abby S., MA*

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**\${Contacts.First Name}**, it's been a while  
since you submitted your SHSU  
graduate school application.

We know choosing to pursue a graduate program is a big decision, so  
we're just checking in.

**Are you still interested in attending SHSU?**

**Yes! I'm still interested in SHSU!**

**Yes, but I still have questions.**

**No, I'm not interested at this time.**

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## Applicant Complete

Subject: SHSU Graduate Application is Complete

\${Contacts.First Name},

You have submitted the required supplemental items to move your \${Registrations.Iteration Name} application to the program for review. If you haven't paid your application fee, now is the time to do so to ensure timely receipt of your admission decision.

@{Invoices.OpenInvoiceforDay2EmailInvoiceStatus}

Your admission decision will be available on your [SHSU Self Service Center](#) once the program has submitted its recommendation and you have paid your application fee.

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You're receiving this email because you applied to Sam Houston State University. Applicants may continue to receive system emails that include information on admission decisions, missing documentation, and deadlines.