

Policy on Response to Inquiries **11/27/2000**

All inquiries will be entered into the Inquiry and Banner databases, regardless of the response (below) selected. All responses should go our over the name of the person initiating the response.

Domestic and Canadian Inquiries

1. Broadcast email requests (NMT one of several recipients listed or NMT is not listed among recipients)
 - Send email response indicating that applications and information are available online, but indicating that paper materials are available upon request.
 - Response text:

Thank you for your interest in graduate study at New Mexico Tech. Information regarding our graduate programs and all necessary application materials are available online from <http://www.nmt.edu/~grad/>. Using this source will significantly shorten the time required for consideration of your application.

If you prefer preprinted materials, we will gladly provide them. Please direct this request to graduate@admin.nmt.edu.

Again, thank you for your interest in our programs.
2. Email request for application materials (type not specified)
 - Email response indicating that applications and information are available online, but indicating that paper materials are available upon request.
 - Response text:

Thank you for your interest in graduate study at New Mexico Tech. Information regarding our graduate programs and all necessary application materials are available online from <http://www.nmt.edu/~grad/>. Using this source will significantly shorten the time required for consideration of your application.

If you prefer preprinted materials, we will gladly provide them. Please direct this request to graduate@admin.nmt.edu.

Again, thank you for your interest in our programs.
3. Email request for paper application materials
 - Send paper application/info.
4. Card/letter request
 - Send paper application/info.
5. Phone/FAX request
 - Send paper application/info.

International Inquiries (except Canada)

1. Broadcast email requests (NMT one of several recipients listed or NMT is not listed among recipients)

- Email response indicating that applications and information are available online, but indicating that paper materials are available upon request.
- Response text:

Thank you for your interest in graduate study at New Mexico Tech. Information regarding our graduate programs and all necessary application materials are available online from <http://www.nmt.edu/~grad/>. Using this source will significantly shorten the time required for consideration of your application and since the online application fee is \$16, it will save you money.

We will gladly send you paper application materials, however, the application fee for applicants who are sent preprinted applications is now \$30. Please direct your request for preprinted materials to rmedcalf@admin.nmt.edu.

Again, thank you for your interest in our programs.

2. Email request (application type not specified or paper application requested)

- The intent with this provision is to give the potential applicant a chance to use the cheaper (online) application. If we have an email address for the person making the inquiry, we will send them an email message prior to sending paper application/info. The email will invite them to use the (cheaper) online application. If we receive no timely response, we will mail paper materials and oblige the applicant to pay the \$30 fee.
- Response text:

Thank you for your interest in graduate study at New Mexico Tech. We are glad to respond to your request for preprinted application materials and will do so within two weeks if you do not respond to this message.

We would like you to know that information regarding our graduate programs and all necessary application materials are available online from <http://www.nmt.edu/~grad/>. Using this source will significantly shorten the time required for consideration of your application and since the online application fee is \$16, it will save you money.

If you would like to use the online application materials and to avoid the additional expense of the preprinted application materials, please notify us immediately and we will remove your name from the list of those who will be sent preprinted materials. Please direct this request to rmedcalf@admin.nmt.edu.

Again, thank you for your interest in our programs.

3. Card/letter request

- Send paper application/info.

4. Phone/FAX request

- Send paper application/info.