Mailmerge email requesting supporting documents.

See page 2 for an explanation.

Dear Amy Mabery,

You have been nominated by your university to study at UNCW on exchange for the semester starting in August 2012.

Please read carefully the email below relating to your UNCW exchange application. Please follow the steps outlined in this email (or you may read the full <u>UNCW Exchange Application Instructions</u>).

Application Part 1 – Supporting Documents

You (or your study abroad adviser) should send me electronic copies of the following supporting documents:

- Digital photo received
- Transcript (in English) and a list of courses you are currently taking
- Confirmation of English Proficiency received
- **Proof of Financial Support:** Exchange students must show that they can cover the estimated expenses of \$5814 per semester.

See <u>application instructions</u> for a list of acceptable financial support documents.

Part 2 - Online forms

Once you have submitted all required supporting documents, I will send you a link and password for the UNCW Exchange Student Online forms.

- 1. Online Application
- 2. Exchange Student Pre-Registration Assistance Form

Complete UNCW applications are due March 1st!

I look forward to working with you as you prepare for your exchange at UNCW! Sincerely,

Amy Mabery

Coordinator, International Student & Scholar Services

Location: 118 Friday Annex

University of North Carolina Wilmington

Mailmerge email (through MS Word) showing fieldcodes Alt+F9

Dear { MERGEFIELD First } { MERGEFIELD Last },

You have been nominated by your university to study at UNCW on exchange for the semester starting in August 2012.

Please read carefully the email below rolating to your LINCW exchange application. Please follow the steps outlined in this email (or you The very funky text is a "lf..then.." statement MS Word Field Code "http://www.uncw.edu/internation style. See http://support.microsoft.com/kb/211363 for more explanation

Application Part 1 – Supporting Documents

You (or your study abroad ady ser) should send me electronic copies of the following supporting documents:

- Digital photo{ IF{ = OR ({ COMPARE { MERGEFIELD PhotoID } = False }, { COMPARE { MERGEFIELD PhotoID } = 0 })} = 1 " showing student's head & shoulders" " - regeived " }
- Transcript (in English) { IF { =OR ({ COMPARE { MERGEFIELD OfficialTranscript } = False }, { COMPARE { MERGEFIELD OfficialTranscript } = 0 })} = 1 "and a list of courses you are currently taking" "- received " }
- Confirmation of English Proficiency { if { = OR ({ COMPARE { MERGE/ELD TOEFL } = True }, { COMPARE { MERGEFIELD TOEFL } = -1 })} = 1 " - received " "
 - -TOEFL score: minimum 71 on the Internet-based exam, 197 on the computer-based exam, or 525 on the paper-based exam
 - -Alternatives to the TOEFL: We can accept alternatives to the TOEFL for students whose primary language of instruction is English at the university level"
- Proof of Financial Support: { if { = OR ({ COMPARE { MÉRGEFIELD Financial } = False }, { COMPARE { MERGEFIELD Financial $\} = 0$ })} = 1 " Exchange students must show that they can cover thin English: This document will be used to connect to 2 different data See {HY|sources (Access database & text document). accepta

If the student has not submitted a 'PhotoID' - the field value is 'False' when connected to Access, but 0 when connected to the text document.

Part 2 - Online f

Once you have s The if..then... statement allows the mail merge to work correctly when **UNCW** Exchange 1. Online connected to either data source.

- 2. Exchange Student Pre-Registration Assistance Form

Complete UNCW applications are due March 1st!

I look forward to working with you as you prepare for your exchange at UNCW! Sincerely,

Amy Mabery

Coordinator, International Student & Scholar Services

Location: 118 Friday Annex

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