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- 1. Please choose a short meaningful subject.
- 2. Please use the correct form of address, starting and ending salutation.
- 3. Please sign with your name and surname in order for us to address you correctly.
- 4. Do not send your email to different people within Jade University. Reflect upon who will be the person in charge. If necessary, we will forward your request to the right contact person.
- 5. Please formulate your questions in a short, concise and direct form. In case of complex and extensive subjects, it is advisable to talk directly by phone or in the office.
- 6. The correct orthography, syntax and punctuation help us to read your email.
- 7. Applicants please include their UniAssist application number and the study program they are interested in.
- 8. If you want to send attachments please convert them into pdf. We will not open other documents.