E-Mail netiquette

Thank you for your interest in the Jade University of Applied Sciences. To help you find the information you are looking for quickly, here are some tips on how to do this.

1. Choose a meaningful, short subject.

2. We look forward to receiving your salutation and greeting.

3. Please state your first name and surname so that we can address you correctly.

4. Please formulate your text as briefly, compactly and directly as possible in the e-mail. Complex or extensive issues can still be clarified best and fastest in a direct conversation.

5. Syntax, spelling and punctuation make the e-mail easier to read.

6. Applicants should state their applicant number and the degree program for which they have applied, if already available.

7. Students should only ever contact us from their university e-mail account.

8. Students should always state their matriculation number and degree program when making personal inquiries.

9. Do not cc too many contacts. When writing your message, think about who it is really relevant for.

Thank you very much, your staff at the Enrollment and Examination Office.