**Include University or Department Logo/Letterhead**

Dear **[Students/University Mascot]**

Have you ever considered graduate school? Are you curious about “grad school” and the research and internship opportunities that are out there to help you gain real world experiences in your field?   Well, there are some options. Graduate education can offer the training for you to enhance your skill sets in a variety of research areas and **the National Name Exchange** (**NNE)** is now open for registration and possibilities!

**What is NNE?**

The NNE is a program hosted by the  [Council of Graduate Schools (CGS](https://cgsnet.org/national-name-exchange/national-name-exchange-for-students/)), a membership organization representing nearly 500 universities in the United States and Canada, whose goal is to inform high performing underrepresented minority undergraduate students about opportunities available in graduate school. The **[*Graduate School* at XYZ University]** works with the NNE and CGS to ensure that students are aware of the enrollment process.

**How to Participate:**

It is **FREE**, **QUICK,** and **EASY** to participate in the NNE. Onlyrepresentatives from participating universities will access the information you provide **using the secure web site**. These representatives might contact you after the NNE registration cycle is complete and provide you with information about their graduate programs, research/internship opportunities, and more. NNE enrollees may also be eligible for benefits such as materials about how to apply to graduate school, special information sessions about graduate programs, application fee waivers, and other benefits.

**How to Enroll**

Click [here](https://cgsnet.org/national-name-exchange/national-name-exchange-for-students/)to enroll and join the NNE. You must create an account at the “Login” in the header banner before proceeding to the enrollment form. If it is your first year enrolling in NNE, click the “Participate for the First Time” button on the enrollment page. If you participated in the 2022 cycle, you can update your enrollment by clicking “Participate with the Same School” on the enrollment page.

**Once on the site, insert this password:**  **NNE2023**

**The deadline for participation is Thursday, June 15, 2022**.

We are **inviting you** to join the NNE based on your demonstrated academic merit. **Please do not pass this special invitation message and password on to others**.  Congratulations on your achievement at **[the XYZ University]**. We are proud of your efforts, and we look forward to your continued scholarship in graduate school! If you have additional inquiries, please send a message to **[XYZuniversityemail@edu]** or nne@cgs.nche.edu.

Sincerely,