

Thank you for your interest in the University of Oldenburg.
This guideline will help you to get the information you need more quickly.

1. Select a significant short subject.
2. We are pleased if you use a form of salutation and greeting,
3. Please mention your first and your last name so that we can communicate with you correctly.
4. Please formulate your text as briefly, compactly and directly as possible in the e-mail.
Complex or extensive issues can always be clarified most effectively and quickly in a direct conversation.
5. Syntax, orthography and punctuation make it easier to read the e-mail.
6. **Applicants** please state, if it's already available, their application number and the degree program they have applied for.
7. **Students of the University of Oldenburg** please contact us only from their university mail account.
8. **Students** should always indicate their matriculation/student ID number and first subject/course of study when making personal inquiries.
9. Please send file attachments only as PDF. We will not open files that do not meet this format.
10. Do not place too many contacts to the cc. When writing your message, think about for whom it is really relevant.