

**Arkansas CWID/Degree Matters**  
**Sample Student Acknowledgement Letter**

College/University Letterhead

DATE

Dear NAME,

Thank you for participating in Degree Matters! COLLEGE/UNIVERSITY is in the process of reviewing your Arkansas public college/university transcripts and determining your eligibility for an Associate's Degree. If you attended an out-of-state or private college/university, please request an official transcript and have it sent to me at the address below.

Please keep in mind that this process may take a few months. In the meantime, you may contact me if you have any questions.

There are several advantages to having an Associate's Degree.

- If you are currently pursuing a Bachelor's Degree, it's good to have an Associate's Degree in hand in case something unexpected takes you away from college.
- You may transfer an Associate's Degree to any Arkansas public university and be awarded junior level status, and you will not be required to take additional freshmen or sophomore general education level courses. Research tells us that students who transfer with an Associate's Degree are more likely to complete their Bachelor's Degree than those who didn't.
- An Associate's Degree provides evidence to employers that you completed a defined level of college education. In comparable jobs for the same years of schooling, the Associate's Degree often provides a higher starting salary, which can lead to several hundred thousand dollars more in lifetime career earnings.

Again, thank you for participating in Degree Matters!

Sincerely,

Name  
Email  
Phone  
Address