Congratulatory Call Script

Thank you for making congratulatory calls to high school students accepted to the University. They appreciate the personal contact with alumni and parents, and we hope you enjoy your conversations with accepted students as well.

With the change in admissions, there are two times when congratulatory calls are being made. The first is for those students that applied for Early Action admission.

For students admitted during the regular admissions cycle, please try to call students prior to April 15, and preferably as early as possible. Your objective is to speak with them while they are deciding, if possible.

Sample Script and Call Flow

We know that it sounds simplistic—we don't expect you to follow it word for word. Ideally, it gives you a general sense of how the conversations may go.

Greetings (Use if mom or dad answers; adapt if student answers):

Hello, this is ___________. I am an alumnus/a (or parent of a current student) of the University of Virginia and a member of the UVaClub of ____________. I understand that (student's name) has been accepted to Virginia and am calling to congratulate him/her and to discuss the University. I would be pleased to try to answer any questions (student's name) might have. Is he/she available to speak with me?

IF NO:
Would there be a good time to call back?
IF YES:
Well, then you’ll talk to the student. You get the general point.

Hello, (student's name), on behalf of the University of Virginia I am delighted to congratulate you on your acceptance to the University. I am calling as a member of our local UVaClub (likely they won't know what the Cavalier Admissions Volunteer is) and wanted to introduce myself to you and answer any questions you may have. I know you must have a great deal to offer the University and hope you are going to accept U.Va.’s offer!

IF YES:
That’s wonderful! (At this point you might ask what departments interest her, what her extracurricular interests are, etc. The idea simply is to be friendly and leave her feeling she has a personal connection with U.Va. in her home town.) Take this opportunity to inform the student and/or parent of your club’s student send-off party over the summer and encourage them to attend to meet other students and parents from the area. Before hanging up tell her your name again and leave her with your phone number, so she may contact you with any further questions.

IF NO, HE HAS DECIDED TO GO ELSEWHERE:
Simply congratulate him upon his choice of college, wish him well, and leave your name and phone number in
case he might want to speak with you later.

IF HE IS UNDECIDED:

Share with him the things you like about U.Va. why you decided to attend Virginia (or if you are a parent, why your child decided to attend Virginia). Wish him good luck in making his decision and leave your name and phone number, should he want to speak with you later. You might mention that the Admission Office will host extensive Open Houses, called “Days on the Lawn,” for students who have been accepted. Students may want to stay overnight through Monroe Society, a student-run hosting organization. It is a wonderful way to get a first-hand look at what it’s like to be a U.Va. student! These programs are outlined in Section II. In the same section, you’ll find information on “Spring Fling,” a program for minority students accepted to U.Va. Know that all students receive detailed information on these programs with their offer of admission.

If a student asks you a question and you are unsure of the answer or uncomfortable addressing the issue, please refer the student to the U.Va. Admission Office at 434-982-3200. Admission deans are on call every day to speak with students.