



How to Request a Letter of Recommendation Student Guidelines 2022

As part of your study abroad application, you will need to request two faculty recommendation letters from professors who can attest to your academic abilities. These letters will be reviewed by the Global Education Office and submitted to your host institution as part of the second stage of your application for study abroad.

It is YOUR responsibility to request the recommendations with adequate time (at least 3 weeks in advance) for the recommendation to be completed and submitted on time. The letters of recommendation are confidential, meaning that you cannot access the information once submitted by the evaluators. Please keep in mind that writing a carefully crafted letter of support is a time-consuming process for faculty that requires good information from you. If you are serious about what you are applying for, you need to be serious about the information you provide to your faculty recommenders in order to receive the strongest support letter possible.

Proper protocol on requesting the letters of recommendation is the following:

1. Request the letters of recommendation by e-mail or meet with your faculty members at least **3 weeks prior** to the application deadline.
2. Share with your faculty member(s) where you want to study abroad, for how long, your personal goals for study abroad, and list the classes you took with them – and any other information they request in order to write you a strong letter of support.
3. After the faculty member has agreed to write you a letter, log-in to your online application and submit the faculty members' names and email address. This will send them a link where they can upload their letter directly.
4. Check to make sure that your faculty recommenders have submitted the requested letters 1 week before the deadline. If they have not, send a brief and courteous reminder of the deadline.
5. Thank your faculty members for their support and time in writing the letters – either soon after the submission deadline or after you hear about the status of your application/your plans to go abroad, or both!