



**INSTRUCTIONS FOR STUDENTS ON REQUESTING  
FACULTY RECOMMENDATIONS FOR STUDY ABROAD**

As part of your study abroad application, you need to request **two letters of recommendation**. These letters will be reviewed by the Global Education Office, and will also be submitted to your host institution. You do not need to request additional letters of recommendation for your host university's application. It is *your responsibility* to request the recommendations with adequate time (at least 3 weeks in advance) for the recommendation to be completed. One recommendation should come from a faculty member within your major area of study. Students studying language should have at least one of the recommendations from a member of the Modern Languages Department. The letters of recommendation are confidential, and you cannot access the information once submitted by the evaluators.

**Proper protocol on requesting the letters of recommendation:**

- E-mail or meet with your faculty members to request the letters of recommendation at least 3 weeks prior to the application deadline (3<sup>rd</sup> Friday in February).
- Ask the faculty members if they are able to write you a strong letter of recommendation. If they cannot, seek out another professor.
- In writing, share with your faculty members where you want to study abroad, for how long, your personal goals for study abroad, and list the classes you took with them.
- Write your faculty members a short e-mail thanking them for their support and time in writing the letters.

Your name: \_\_\_\_\_

First choice program(s) and semester/year you plan to study abroad:

\_\_\_\_\_

Name and Department of First Evaluator:

\_\_\_\_\_

Name and Department of Second Evaluator:

\_\_\_\_\_

I certify that I have formally requested letters of recommendation from the two aforementioned faculty members. I acknowledge that I cannot access the letters once submitted.

Your signature: \_\_\_\_\_