



LETTER OF RECOMMENDATION

Student/Applicant Instructions:

1. Complete the information below
2. Attach an envelope (no stamp req.) to this form, addressed to: **Education Abroad Program, Mail Code: 3040**
3. Give this form to your professor/TA
* *Review the host university instructions and give special instructions to your professor/TA when applicable*
4. Do not open the envelope. We will make copies for you when you submit your application.

LAST	FIRST	PERM	CLASS LEVEL
MAJOR	EAP PROGRAM/COUNTRY		BEGIN QTR/YEAR
PROFESSOR/TA	COURSE TAKEN	QTR/YEAR TAKEN	GRADE RECEIVED
STUDENT EMAIL		DATE REQUESTED	APPLICATION DEADLINE

Dear Faculty,

This student is applying to the UC Education Abroad Program in the country listed above and needs a letter of recommendation for his/her application. This letter will be carefully considered for his/her selection and admission into the host-country university and thus should evaluate, as accurately as possible, the student's academic caliber. Your comments are greatly appreciated and will be seriously considered.

Please feel free to call us at 893-3763 or send us an email at eapucsb@eap.ucsb.edu if you have any questions.

Thank you for your assistance to our students,
Education Abroad Program Advisors, UC Santa Barbara

Professor/TA Instructions:

1. Please type the letter and print on formal, department letterhead
2. Letters should be addressed 'To Whom It May Concern,'
3. In addition to your signature, please type your name and title at the bottom
4. **Please enclose this form with the letter** in the attached envelope and return it to the EAP Office via campus mail (mail code 3040) before the student's application deadline, indicated above (you may also return it in a sealed envelope directly to the student). Off-campus references should be mailed to: EAP Campus Office, University of California, Santa Barbara, CA 93106-3040.

NOTE: Please initial here if you give permission for EAP to release your letter to the student

** Some host universities ask students to scan and email/upload their letter of recommendation. These host universities include English Universities, Irish Universities, Perspectives on the Global City (UC London-Paris) w/ Internship and University College Maastricht

Suggestions for what to discuss in your letter:

- In which course and in what quarter did you instruct the student?
- Please comment on the student's performance in your class or classes, his/her academic ability, the grade he or she earned, and the work on which this grade was based. If applicable, describe the student's use of office hours and/or performance in a lab or a discussion section.
- If you have instructed the student in the language of the country of interest, please describe the student's aptitude for language learning and their writing, oral and reading abilities.
- Please comment on the student's seriousness of purpose and the ability to function effectively as a scholar and as a mature person in the country of interest.
- If you were directing a program abroad, would you be reluctant, pleased or enthusiastic to have this student on your program? Please comment.