

# STUDY ABROAD

## International Academic Programs



### Guidelines to Submitting/Requesting Recommendations

1. In order to submit an application for Study Abroad, two academic references are required. References must be provided by an academic source, more specifically a professor, graduate teaching assistant, or an academic advisor who can attest to the student's academic ability.
2. For programs requiring language proficiency, a third letter of recommendation must provide proof of proficiency, which is to be filled out by a professor or a professional with experience in the target language.
3. The application will prompt students to fill out the name and email address of their recommenders. The application software will automatically send an email to the address provided, and recommenders will be required to submit electronically.
4. Students will be able to submit their application after filling out the required fields on the application. Please note students **DO NOT** have to wait for their references to submit in order to submit the application.
5. Students are asked not to submit paper recommendations to the Study Abroad Office and to refer questions about recommendations to the relevant study abroad advisor.
6. Students may modify the text on page 2 to use as a template to request a reference.

**TEMPLATE**

Dear Professor ----,

I am reaching out because I am applying to a study study abroad program in -----(location).  
I was enrolled in your ----(add course) and earned an A (add grade).

Can you kindly submit a reference for me? The application system requires the completion of an online form and you may upload letter if you like.

Thank you in advance for your consideration. If you would like to reach me to discuss, I have included my contact information.

(add email address)  
(add phone number)

Best,