



RECOMMENDATION PROTOCOL

Students: Please be advised that instructors or TAs write letters of recommendation as a favor to you. Doing so is optional. Please request your letters courteously and with consideration for the time required to write them.

TO BE COMPLETED BY APPLICANT:

Due date: _____ Course taken with instructor (name, qtr & year): _____

Student's name: _____ Email: _____ Send letter to: _____
(student's on-campus address)

EAP Program: _____

Referee: Writing The Recommendation

- The applicant has requested that you support his/her UCEAP application for the EAP program noted above. Your statement will assist the faculty / student selection committee in evaluating the applicant and will facilitate placement at the host university. We welcome your comments on the student's academic work, maturity, adaptability, and suitability for study abroad. If possible, please include the name and number of the course(s) taken with you. Please address the recommendation to the EAP Selection Committee.
- **Please be advised that letters of recommendation for EAP are not confidential.** Students have the right to see their EAP file upon request.
- The letter must be on **official (white) UCSC departmental letterhead** (NOT blue interdepartmental stationery or personal letterhead) as letters are reviewed by officials abroad. We ask that the recommendation be typed. Please be sure to sign your recommendation. Email or Fax is not acceptable since an original signature is required.
- If the student is applying to the United Kingdom/Ireland Immersion programs, please be aware that no where in the recommendation can a specific region or any specific host university be mentioned.
- *Please make arrangements with the student as to where they prefer to receive their recommendation. Please do not sent the recommendation to the Office of International Education.*

Student: Requesting the Recommendation

- Letters of recommendation **WILL** be seen by officials at the host university.
- Please refer to your EAP program's specific Application Instruction checklist to find out who is an acceptable referee (in many cases, TAs are not acceptable).
- Allow a minimum of 10 working days for faculty or TAs to write the recommendation.
- Make an appointment to meet with the faculty member or TA to request the recommendation. Do not ask for a recommendation if you casually meet him/her on the street or elsewhere. **A letter of recommendation takes time and is written as a favor.**
- Give this sheet to the faculty member or TA so he/she is aware of the purpose of the letter. An abbreviated version of your statement of purpose might be helpful in informing the instructor of why you want to study abroad. A copy of the narrative evaluation received from the instructor and any course assignments with their written feedback will also assist in writing the letter.
- If you are applying to the United Kingdom/Ireland Immersion programs, please be aware that no where in the recommendation can a specific region or any specific host university be mentioned.