

LETTER OF RECOMMENDATION FOR STUDY ABROAD

Date: _____

To: _____
Name of Faculty / Academic Advisor/ Academic Staff Member

From: _____ Cell Phone: _____
Name of Student

I am applying to study abroad in _____
Country
beginning _____ and ending _____
Month and Year Month and Year

The application process requires that I submit recommendations from people who know me well. I am respectfully requesting that you provide a letter of reference for me that describes my personal characteristics. I am attaching my *Personal Statement of Purpose* so that you will better understand my plans. If the deadline is inconvenient or if you want to talk with me before writing the letter, my contact information is below. If you are willing to write the letter, please return it directly to the International and Intercultural Center (IIC) on or before: _____
Enter deadline: Month/Day/Year

Please use letterhead stationery. In writing your letter, please take into account that most international universities expect a great deal of autonomy and independence from students. This means I need to be:

- Able to discover how the university works and what is expected of me there on my own;
 - Disciplined and demonstrate excellent work habits;
 - Able to handle stress and the unexpected because living for a prolonged length of time in another country may generate emotional, social and intellectual challenges for me.
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Thank you for your time and your attention to my request!

My Alverno College E-Mail: _____

Signed: _____