Letter of Recommendation Instructions

Requesting Your Letter

Please ask an instructor who has taught you (or is teaching you) in a course at UC to write and submit a letter of recommendation to our office by the application deadline for your country. Letters from Graduate Student Instructors are acceptable.

Transfer students: You must obtain a recommendation from a UC instructor; recommendations from instructors at your previous institutions are considered supplemental.

Please request the letter early enough that your recommender has enough time to write and submit it to the EAP office by your program’s application deadline.

You have the right to see your EAP file, including letters of recommendation, upon request. However, if you would like a copy of your recommendation letter, you must request it directly from your recommender.

Format of the Letter

The letter of recommendation must be in original format, on official UC Letterhead. The letter should be sealed in an envelope and signed over the seal.

How to Submit the Letter of Recommendation

If your recommender will let you pick up the letter and bring it to our office, we prefer that method of delivery. Do not open the sealed envelope. If your recommender will not allow you to pick up the letter, s/he can deliver it personally to 160 Stephens Hall or mail it to:

Berkeley Study Abroad
160 Stephens Hall #2302
University of California
Berkeley, CA  94720-2302

Please ask your recommender to notify you by email when s/he has submitted the letter to our office.