Letter of Recommendation Instructions

Requesting Your Letter

Please ask a faculty member 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 cannot be accepted for this program.

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 so that your recommender has enough time to write and submit it to the BSA office by your program’s application deadline.

Your recommender can produce the letter in one of the following ways:

Letters may be written in either English or German, and must be inside a sealed and signed envelope.

1. Use the writeable PDF Letter of Recommendation Form. All forms must be typed, not handwritten.
2. Type the letter and print on to official UC departmental letterhead.

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 e-mail when s/he has submitted the letter to our office.