Osaka Lab Research: Letter of Recommendation Instructions

Requesting Your Letters

Please ask a faculty member who has taught you (or is teaching you) in a course in your field (Science or Engineering) at UC to write and submit a letter of recommendation to our office by the application deadline for your country. The letter must include an evaluation of your work in a class related to Science and Engineering. Letters from Graduate Student Instructors cannot be accepted for this program unless the letter is cosigned by a faculty member.

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

If your recommender needs additional time (beyond the EAP application deadline) to submit a letter of recommendation, please see the “Submitting Letters after the Application Deadline” section below.

Format of the Letter

The letter of recommendation must be in original format, on official UC letterhead with the instructor’s title and position below the ink signature (electronic signatures are not allowed). 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 with your EAP application, 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.

Submitting Letters after the Application Deadline

If you cannot obtain one or both of your letters of recommendation by the application deadline, you may submit them at a later date. Please mark the item(s) as missing on the application checklist and indicate the estimated arrival date. For the Osaka Fall 2016 program your letters of recommendation must be received no later than March 7, 2016. For the Osaka Spring 2017 program your letters of recommendation must be received no later than October 20, 2016. For the Osaka Summer 2016 program your letters of recommendation must be received in early February 2016.