Letter of Recommendation Instructions

Requesting Your Letter

Please ask a faculty member who has taught you (or is teaching you) in a course in your Science field 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.

Additional instructions for Recommenders:
- Include how long and in what capacity you have known the applicant.
- Include the area of interest of the applicant.
- Please write candidly about the student’s qualifications, potential to carry on advanced study in the specified field, technical and analytical skills, intellectual independence, and ability to organize and express ideas clearly.

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 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.