The General Course at LSE
Letter of Recommendation Instructions

Requirements

One letter of recommendation is required at the time of application to be considered for the LSE exchange program. If your recommender is submitting a letter directly to Berkeley Study Abroad, please advise him/her that all letters must be received no later than Friday, January 8th to be considered for selection to the program.

If you are selected for participation in the LSE exchange, a second letter of recommendation will be required in February.

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.

Content and Format of the Letter

Please follow the prompts on the LSE Reference Cover Sheet. The letter of recommendation must be in original format, on official UC Letterhead. Both the cover sheet and 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
Attn: LSE Year Program
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.