

TO THE STUDENT: If your program requires letters of recommendation as part of your application please fill out this form, attach it to any form supplied by your program, and give it to each professor you are asking to write on your behalf (Or cut and paste it into an email). If the program doesn't have its own form, simply give this form to the professor and they will write your recommendation on their department letterhead. If the letter/form is to be submitted electronically, please check the box on the form, and ensure that you do what is necessary for your professor to receive the instructions to how to complete the form online.

Dear Professor,

Thank you for agreeing to write a letter of recommendation for me as part of my Off Campus Studies application!

My Name: _____

My E-mail address (if you have any questions): _____

My Phone Number (if you have any questions): _____

The Program Name: _____

When I am Planning to Study Off Campus: _____

This Letter is Due by: _____

(Students: please make this date 5 days before it is due to the program to allow for mailing time!)

☐ The reference is online and you should receive an email on it shortly with instructions.

The GPA required for admission to this program is: _____

My current cumulative GPA is: _____ My major GPA is: _____

(Students - If you don't meet the stated eligibility requirements for the program, or if you have any additional information you feel would be useful for your professor to know, please list it below)

Any physical Recommendation Form or Letter when completed by your professor should be mailed to: Center for Global Education, Box 421 (via campus mail) even if it says to mail it somewhere else! Otherwise it can be submitted electronically.