



Tips for Writing a Study Abroad Recommendation

International Affairs

- First and foremost, make sure your recommendation is on MICA letterhead.
- We recommend an introduction, two paragraphs, and a conclusion. The letter should be roughly one page double-spaced with a professional font (11 or 12 pt.).
- Make sure you state who you are and what your position is at MICA.
- Explain how you know the applicant and for how long.
- Mention what program the applicant is applying to and write the recommendation specific to that program. If a student is applying to more than one program, tailor the letter to the individual program.
- Think about the applicant's strengths and qualities. What would make him/her an excellent participant in his/her prospective study abroad program? Be specific and give examples or short anecdotes that illustrate these strengths and qualities.
- To the best of your ability, state your thoughts as to how the student would do on the program. Why are they qualified and how would it benefit them?
- Create a strong conclusion that clearly states that you recommend the student for the program. It should summarize your main points.
- End by listing your contact information if you are willing to answer further questions.
- To close, type your name and position. Be sure to include your signature
- Proofread! The recommendation is a reflection of you, the student, and MICA. We want to send neat, clean, and grammatically correct letters. In addition, some programs can be competitive, so a well-written recommendation can truly help.
- Finally, please make sure you turn the recommendation in to International Affairs by 4:30 of the deadline. You can put the letter in a sealed envelope and sign the back. Or, you can email it to internationalaffairs@mica.edu as a pdf file. It must have your signature. The students do go through an extensive advising process for study abroad and learn how to ask for a recommendation properly (i.e. early enough so you have time to complete them thoughtfully). We advise students to give faculty 3-4 weeks. Our office begins processing completed applications immediately after the deadline so that we can forward materials to the host schools by their deadlines. If there is a delay, the host institution may not receive or review the application.