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)

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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.