LETTER OF RECOMMENDATION
FOR STUDY ABROAD APPLICANTS WHOSE CUMULATIVE GPA IS BELOW 2.5

To the Student:

Your letter of recommendation must be written by a professor who has had you in class at Northwestern or your home institution. Contact potential recommenders at least four weeks before your application deadline.

If you have not worked closely with any professors, request to meet with a faculty member who has had you in class and provide information on:

• How you performed in his or her course(s),
• How study abroad will enrich your undergraduate career and help you pursue your pre-professional and personal goals, and
• Which skills and personality traits you would like emphasized in the recommendation.

If the professor agrees to write a letter of recommendation for you, please ask him or her to email it directly to: studyabroadapp@northwestern.edu

To the Recommender:

The undergraduate study abroad offices at Northwestern place high value on recommendation letters. Partially based on these letters, we determine applicants’ academic commitment, ability, and readiness to handle the challenges of study abroad. If you agree to write a recommendation letter for a student, you may wish to use the following as guidelines:

• In what capacity and for what length of time have you known the applicant?
• What course(s) did the applicant take with you?
• Do you think the applicant will succeed academically abroad? Why or why not?
• If possible, comment on the applicant’s suitability for study abroad in terms of personal factors, such as: stability, intellectual motivation, independence of mind, creative ability, responsiveness to feedback and authority, and ability to work in groups.
• List any special considerations of which we should be aware.

Recommendation letters for the Northwestern Study Abroad Application are generally three to four paragraphs long and on department letterhead. Please be sure to include your contact information (office phone/email) and signature.

Please email the letter directly to: studyabroadapp@northwestern.edu.

Feel free to refer to the Faculty/Advisers section of the Study Abroad Office website for additional guidelines and resources: http://www.northwestern.edu/studyabroad/faculty_advisers/index.html