

Letter(s) of Recommendation Instructions

UCR requires that all UCEAP applicants acquire at least one letter of recommendation from either a professor or TA (if requesting from a TA, please have their supervisor co-sign the letter). However, the following UCEAP programs have additional and special instructions for letters of recommendation (if your program is NOT in this list, you only need one letter of recommendation). You may choose to use the form provided in the application checklist, or the letter can be on official letterhead.

TIPS: Allow your recommender(s) a minimum of two (2) weeks to process your request - the earlier you make this request, the better. Please remember to thank the recommender, as they are doing you a favor!

Country	UCEAP Program	Letter of Recommendation Requirements
Australia	Australian Universities - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.
China	Peking University - L&C BNU Summer + Year, Spring	Submit two (2) letters of recommendation from a TA or professor; language evaluations are not acceptable. However, a recommendation letter from a language instructor is acceptable. Each recommendation letter must be an original, on official letterhead, and received in a signed and sealed envelope. It can be addressed to the host university (ex. Dear Peking University Admissions Committee). For confidentiality, your letter of recommendation can be mailed directly to the UCR Education Abroad Office by your instructor.
France	Advanced Studies, Ecole Normale Superieure - Fall, Spring, Year	Students will need to submit one (1) recommendation written by a UC professor.
Hong Kong	Undergraduate Research, Chinese University of Hong Kong (CUHK) - Summer	The recommendation letter must be from a UC professor who has worked with you in an academic capacity. The letter will be shared with your prospective project supervisor(s) and should offer insight into your academic background/experience in your field of interest. It would be beneficial to inform your recommender about the project(s) you intend to apply for and provide a copy of your UC transcript, résumé, and statement of purpose. The recommendation letter must be on official letterhead. It can be addressed to the individual professor or generically (ex. Dear CUHK Admissions Committee).
Ireland	Irish Universities - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.
Israel	Ben Gurion Univ. of the Negev: - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.
Israel	The Hebrew Univ. of Jerusalem - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.
Japan	Engineering & Science in English, Tohoku University - Spring, Year	Ask your professor to email this directly to educationabroad@ucr.edu . The letter of recommendation must be written by a UC faculty in your major department (not a language instructor), with an evaluation on your work in class related to Engineering & Science. If a TA writes your letter of recommendation, a UC professor must co-sign the letter or it will not be accepted by Tohoku University.
Japan	International Christian University - Fall, L&C Summer + Fall, L&C Summer + Year, Spring, Year	Your recommender must be a UC faculty (professor, lecturer, etc.) and cannot be a faculty at another college or university. Your letter of recommendation must be on official UC letterhead with the instructor's title and position below the signature. The letter of recommendation must be original. Photo copies/faxes are not accepted. If a TA completes this form/writes a letter, a UC faculty must co-sign the form/letter or they will not be accepted by the partner institution. Submit the form/letter to the UCR Education Abroad Office with your application materials.
Japan	Hitotsubashi University - ILP + Year, Spring, Year	Please download the Confidential Reference Form 6 (http://studyabroad.ucr.edu/uceap/uceap_hitotsubashi_confidential_ref_form6.pdf). The upper half of the first page has to be completed and signed by the applicant, and the rest of the form has to be completed by UC faculty with original signature. Hand the completed and signed first page to the faculty. The faculty can either use this form or write a letter of reference on a separate paper addressing the points written on the form. If they choose the latter, the letter must be on official UC letterhead with the instructor's title and position below the signature. Both the form and the letter must be original. Photo copies/faxes are not accepted. Submit the form/letter to the UCR

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Japan	Keio University - Year	This must be written by a UC faculty and submitted to the UCR Education Abroad office with your application materials. The letter must be submitted in original format, on official UC letterhead with the instructor's title and position below the signature. Copies/faxes are not accepted. It must be written by UC faculty; they cannot be written by faculty at another college or university. The title of the recommender(s) must be indicated underneath all signatures. If a TA writes your letter of recommendation, a professor must co-sign the letter or it will not be accepted by Keio University.
Japan	Lab Research, Engineering & Science, Osaka University - Fall, Spring	In the online Osaka University application, in the letter of recommendation field, please indicate "the letter of recommendation will be submitted by the recommender, and indicate the name of that person." Please ask your recommender to email their recommendation directly to educationabroad@ucr.edu . Note: The letter must be written by a UC faculty in your major department (not a language instructor or TA).
Japan	Osaka University - ILP + Year	In the online Osaka University application, in the letter of recommendation field, please indicate "the letter of recommendation will be submitted by the recommender, and indicate the name of that person." Please ask your recommender to email their recommendation directly to educationabroad@ucr.edu . Note: The letter must be written by a UC faculty in your major department (not a language instructor or TA).
Japan	Language & Culture, Doshisha University - Spring	Our partner institutions in Japan are very strict about the format of the recommendation letters. All letters of recommendation must be submitted in original format, on official UC letterhead with the instructor's title and position below the signature. Copies/faxes are not accepted. The letter of recommendation must be written by UC faculty; it cannot be written by faculty at another college or university. The title of the recommender must be indicated underneath their signature. The same faculty member can write your letter of recommendation and language evaluation. If a TA writes your letter of recommendation, a professor must co-sign the letter or it will not be accepted by the partner institution.
Japan	Summer Lab Research, Engineering & Science, Osaka University - Summer	It must be from a UC instructor in your department (not a language instructor), with an evaluation on your work in a class related to Engineering & Science. Letters must be submitted in original format, on official UC letterhead with the UC instructor's title and position below the ink signature. Osaka University does not accept recommendation letters written by a TA, unless the UC professor also signs the letter. Electronic signatures are not allowed.
Japan	Summer Lab Research, Science, University of Tokyo - Summer	It must be from a UC instructor in your department (not a language instructor), with an evaluation on your work in a class related to Engineering & Science. Letters must be submitted in original format, on official UC letterhead with the UC instructor's title and position below the ink signature. The University of Tokyo does not accept recommendation letters written by a TA, unless the UC professor also signs the letter. Electronic signatures are not allowed.
Japan	Waseda University - ILP + Year, Year	A UC faculty member should complete this form in English (http://eap.ucop.edu/Documents/_forms/1516/Japan/Waseda/lor.pdf). If your recommender would like to add additional comments, they can include a letter of recommendation on a separate paper. Both the form and letter of recommendation must be completed and signed by UC faculty (not by faculty at another college or university), and submitted in original format to the UCR Education Abroad Office with your application materials. The separate letter of recommendation must meet the following requirements: must be written on UC letterhead; instructor's position and title should be below the signature; instructor's email must be included; the letter should be addressed to Waseda University; if a TA writes your letter of recommendation, a professor must co-sign the letter.
Mexico	National Autonomous Univ. of Mexico (UNAM) - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor. You will eventually need to upload these letters in a separate online application with UNAM.

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Mexico	Leadership in Social Justice and Public Policy, Mexico City & Sacramento: UNAM Fall + UCCS Spring Semester / UNAM Fall + UCCS Winter Quarter	Submit two (2) letters of recommendation from a TA or professor. You will eventually need to upload these letters in a separate online application with UNAM.
Singapore	Science & Engineering Internship, Agency for Science, Technology & Research - Summer	You will need a letter of recommendation from a UC professor who has worked with you in an academic capacity. The letter will be shared with your prospective project supervisor(s) and should offer insight into your academic background/experience in your field of interest. It would be beneficial to inform your recommender about the project(s) you intend to apply for and provide a copy of your UC transcript and/or curriculum vitae (CV). The recommendation letter must be on official letterhead. It can be addressed to the individual project supervisor or generically (ex. Dear A*STAR Project Supervisor).
Taiwan	Lab Research, Engineering & Science, National Taiwan University - Summer	The recommendation letter must be from a UC professor who has worked with you in an academic capacity. The letter will be shared with your prospective project supervisor(s) and should offer insight into your academic background/experience in your field of interest. It would be beneficial to inform your recommender about the project(s) you intend to apply for and provide a copy of your UC transcript, résumé, and statement of purpose.
Thailand	Thammasat University, Public Health - Summer	Submit a letter of recommendation from a professor or TA. Language evaluations are not acceptable. However, a recommendation letter from a language instructor is acceptable. Thammasat will also accept a letter of recommendation from your education abroad advisor. A recommendation letter must be on official letterhead. It must be addressed to the host university (ex. Dear Thammasat University Admissions Committee). For confidentiality, your letter of recommendation can be e-mailed directly to the UCR Education Abroad Office by your instructor/advisor at educationabroad@ucr.edu .
Thailand	Thammasat University - Fall, Spring, Year	Please submit a letter of recommendation from a TA or professor. Language evaluations are not acceptable. However, a recommendation letter from a language instructor is acceptable. Thammasat will also accept a letter of recommendation from your campus EAP advisor. A recommendation letter must be on official letterhead and received in a signed and sealed envelope. It must be addressed to the host university (ex. Dear Thammasat University Admissions Committee). For confidentiality, your letter of recommendation can be mailed directly to the UCR Education Abroad Office by your instructor/advisor.
United Kingdom - England	English Universities - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.
United Kingdom - Scotland	Scottish Universities - Fall, Spring, Year	Submit two (2) letters of recommendation from a TA or professor.