

CSU INTERNATIONAL PROGRAMS RECOMMENDATION GUIDE

IP COORDINATOR RECOMMENDATION

- Please meet with your IP Coordinator at the study abroad center on your home campus
- Go [here](#) to find your IP Coordinator contact information.

Note: The IP Coordinator Recommendation is due two weeks after the application deadline. You will be able to submit your application without the IP Coordinator Recommendation.

ACADEMIC RECOMMENDATION

All students are required to submit one or more academic recommendations in order to complete their CSU IP application. Consider the following when choosing your faculty recommender:

- CSU IP will NOT accept recommendations from a high school teacher or an academic advisor
- Recommendations should come from a faculty member you have successfully completed a college course with
- The recommender should be someone who knows you and your work well
- The recommender should be able to speak to your academic competence and who you are as a person
- If your GPA is below the published GPA requirement on the CSU IP website, we recommend that student submit 2 academic recommendations to strengthen and support their application
- The recommendation is a form that is completed online through your student portal

LANGUAGE RECOMMENDATION

For students applying to a language program, you will need a recommendation from a language faculty member, which is similar to the academic recommendation. This recommendation is also an online form that will be completed through your online portal. CSU IP cannot accept language recommendations from high school teachers.

Note for Native Speakers

If you are a native speaker AND have taken language/literature courses at your CSU campus to enhance your fluency in college level speaking, reading, writing, then proceed with the language recommendation as instructed above.

If you are a native speaker who has not taken language courses at your CSU campus, then applicants are required to submit a language placement test from your CSU campus. Contact the language department on your campus to obtain instructions regarding the test.

GENERAL ADVICE WHEN REQUESTING RECOMMENDATIONS

Ask someone who knows you well

- Whether you're looking for a new job, applying for admission to graduate school or vying for a scholarship, chances are you're going up against competition—and plenty of it
- You need to find a way to stand out. One way to do so is with a strong letter of recommendation
- When deciding on whom to ask for a recommendation, do not simply think of those classes in which you have done well. Instead think of instructors who are most familiar with your academic achievements
- Readers look for evidence of the recommender's familiarity with your accomplishments and who you are. Without it, letters of recommendation lack credibility

Ask early

- Yes, it may sound simplistic, but the truth is that the way to ask for a letter of recommendation is to just politely ask and ask early. Give yourself time. Anywhere from a month in advance
- Send copies of other work you've done if you think it may help
- Be clear about deadlines and give your recommender sufficient time to submit the recommendation. Last minute labor does not produce the best work
- Don't be afraid to remind your recommender if the deadline grows closer

Send a thank-you note

Always send your recommender a thank-you note after you know the letter has submitted. Do not wait too long to do this. A week or two is an ideal timeline. A handwritten thank-you card is typically more appreciated than an email, especially if you hope for your recommender to continue writing recommendations for you in the future.

Note: CSU IP will NOT release any recommendations, even if you do not waive your right to read or obtain copies of the recommendation that you are requesting.