WRITING GUIDE FOR LETTERS OF RECOMMENDATION

Necessary Information in a letter of recommendation

A letter of recommendation should be in English and include the following information:

- For those addressing this letter
    - their Name
    - their E-mail address (in case we need to contact them in the future)
    - The name of the institution they belong to
- The letter should include
    - The name of the student
    - The realm (course, internship, etc.) of which you have made the student's acquaintance and how long you have known the student
    - The student's strong points academically or professionally
    - The student's personal attributes (such as their initiative, reliability, adaptability, etc.)

The faculty or staff providing the letter of recommendation is free to add additional commentary if they wish.

Format of the letter

- The letter should be written on letterhead from the referent's institution and should start with **To whom it may concern**.
- At least one letter of recommendation must be in English. Students placed at the University of Puerto Rico may provide letters in Spanish.
- Letters may be sent directly to Seth BROWN at exchanges@micefa.org please indicate the name of the student in the email.