

# LETTER OF RECOMMENDATION | GUIDELINES



Thank you for submitting a letter of recommendation on behalf of the SAI applicant. Please follow the guidelines below, making sure to highlight the applicant's character, school and community involvement, as well as any strengths and weaknesses they might have. SAI is interested in how you feel this student might adapt to and excel at living abroad, in a new environment, as well as keeping up with their studies. Please do not exceed one page in length.

## **Please note:**

Only professor/instructor recommendations will be accepted. Family members, friends or acquaintances, school counselors, etc. are not eligible to write an evaluation.

## **Important information to include:**

- Please use letterhead paper and submit as a PDF
- Date
- Your name
- Your title
- Your email address
- Applicant's full name
- Describe your relationship with the applicant
- How long you have known each other

## **Letters of recommendation can be submitted in the following ways:**

- Email - [admissions@saiprograms.com](mailto:admissions@saiprograms.com)
- Mail - SAI Programs, 7160 Keating Avenue, Sebastopol, CA 95472, USA



[www.saiprograms.com](http://www.saiprograms.com)  
Please direct any questions to:  
[admissions@saiprograms.com](mailto:admissions@saiprograms.com)