



Teach Abroad

Instructions for Letters of Recommendation

How It Works

When you input the name and contact information for your recommender, they will automatically receive an email from CIEE Teach Abroad with instructions on how to upload their letter.

Who Should Be Your Recommender

- Select someone who is/was directly responsible for supervising your work as a student or employee (i.e. a professor or manager).
- Letters should be dated within the past year.
- CIEE does not accept letters of recommendation from family members, friends, neighbors, or high school teachers.
- Excellent referees include a current or previous professor, academic advisor, supervisor, or manager. Colleagues/equals from work should be avoided.

Letter Format

- The best letters will include letterhead or a business card. If these are not available, your recommender should include a detailed signature block with their organization and job title.
- Include the recommender's contact information: name, email, phone, and mailing address.
- Some schools in South Korea have additional requirements. Consult [this handout](#) for more information.

Recommendation Letter Issues

It's not possible to change recommender's contact info in our system or re-send the instructions. Rarely, a recommender will not be able to make our upload system work. In these cases, please ask your recommender to write a general letter of recommendation and send it as an email attachment to TEACH@ciee.org. We will upload it from our end.