

## Letter of Intent Guidelines for Education Abroad Applications

Your letter of intent is a critical piece in the selection process. This letter speaks about who you are, why you want to participate in an education abroad program, and what you will gain from the experience.

### Content:

- Clearly show your motivation for taking part in an education abroad program. Speak about the specific program you are interested in and why you want to learn there.
- Make sure that the letter reflects your personality and allows you to stand out among your fellow applicants. This is how the committee will get to know you.
- The most important questions you should focus on in your letter are:
  - How will the education abroad experience contribute to your **personal** life?
  - How will the education abroad experience contribute to your **academic** life?
  - How will the education abroad experience contribute to your **professional** life?
- Show that you have done your research about the program and the host institution and know what you can expect when you are there.
- You may speak to your previous travel(s) abroad, how you benefited from them and what challenges you faced. However, this should not be the main focus of your letter. Do not spend more than one or two sentences on it.

### Style:

- The letter of intent is a formal letter and should look professional. Use standard letter format with salutations.
- The letter should be one to two pages long, clear, succinct and well written. Do not submit an AI generated letter (The evaluators will know the difference.)
- Make sure the readers know who you are and what you are applying for.
- Your writing should create a positive and professional impression of you and keep the interest of the reader throughout the letter.