



# UCDC Recommendation Letters

You will need to submit TWO letters of recommendations. One letter is required from a faculty member and the second letter can be from another faculty member, present or former employer, volunteer supervisor, student organization advisor or academic counselor.

## 1. Academic Letter of Recommendation

- At least one letter from a faculty member who has instructed you in a graded, 3-unit (or more) course
- May include visiting and regular campus faculty
- Transfer students may submit letters of recommendations from their previous colleges
- Teaching Assistants (TAs), Deans and Post-docs instructing labs or sections are not eligible to write these letters
- The faculty letter should attest to your academic ability and performance
- Request the faculty letter several weeks in advance

## 2. Second Letter of Recommendation

- Can come from another faculty or anyone who can assess your competence and reliability in a work or academic setting, i.e. previous employers or internship sites, supervisors, etc.
- Can come from a professor you attended a class from during a study abroad program
- Should not your personal friend or family member

The letters will go to many different organizations, so your letter should not be addressed to any one organization or individual. Provide your recommendation letter writers the Recommendation Letter Guidelines sheet below, your resume, and letter of intent.

## UCDC Program Recommendation Letter Guidelines

Students Name: \_\_\_\_\_ PID: \_\_\_\_\_

Deadline for Recommendation Letters: \_\_\_\_\_

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Dear \_\_\_\_\_,

Attached is my resume and letter of intent to apply for the UCDC Program at UCSD.

This program is coordinated by the Academic Internship Program and the Political Science Department. It is a combination internship and academic program that allows me to intern with an organization in Washington, D.C. part-time or full-time while enrolling in one or two classes at the UC Washington Center.

I am required to submit at least one academic recommendation letter in order to apply for the UCDC Program. Your letter will be used in two ways: 1) as part of the application process for the program, 2) as part of the application process to secure an internship with potential employers.

### ***Recommendation Letter Guidelines:***

- **Do not** address the letter to a specific person, but instead to “Internship Coordinator”
- You **do not** need to reference the UCDC Program in the letter or a particular organization I may be applying with. Leave the letter general so I may use it to apply to multiple organizations.
- Try to address why I would be a good candidate for an internship in the field I am applying.
- Please write the letter on department or company letterhead. Any letters received without letterhead will not be accepted.
- Please sign your letter. Unsigned letters will not be accepted.
- I will be using this letter to apply for internships with numerous organizations so I will need a **non-confidential** letter in order to make copies to send to employers. If you prefer to write a confidential letter, I will provide you with envelopes in which the letters may be sealed and signed.
- I have a deadline to apply for the program. Letters received after the deadline will not be accepted.

Please contact the UCDC Coordinator at the Academic Internship Program if you have questions about the process or see the UCDC web site at [aip.ucsd.edu/programs/ucdc](http://aip.ucsd.edu/programs/ucdc):

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Thank you!