

First Name Last name  
[Street Address]  
[City, ST ZIP Code]  
[Date]

[Recipient Name]  
[Title]  
UC Campus Name  
[Street Address]  
[City, ST ZIP Code]

Dear Professor,

I am writing to you as a prospective University of California Education Abroad Program (UCEAP) graduate Reciprocal Exchange student to apply for the 20XX-20XX academic year. I am from the University of \_\_\_\_\_ and am in my \_\_\_\_ year of undergraduate/graduate studies. I will be a non-degree/no-fee-exchange student applying for coursework only and for no longer than one academic year. UCEAP Reciprocal Exchange students are exempt from non-resident tuition and educational fees, and if accepted, all registration and campus miscellaneous fees are paid on my behalf by the UC Education Abroad Program. My area of specialization is \_\_\_\_\_. [Briefly describe your current research, fieldwork, and coursework objectives while at UC. If you are an advanced student, e.g., a Ph.D. candidate, and will be interested primarily in research, writing and library work conducted outside of the classroom, it is appropriate to mention here your interest in enrolling in Independent Studies course units, as well as or instead of courses.] Given my academic interests as outlined above, would you encourage me to apply to your department?

First Name Last name