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CHINA  
INSTITUTE  
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## Guidelines for Recommendation Letter

### *2025 Summer Heritage Study Program in China*

As part of the application process for the Summer Heritage Study Program in China, students are required to submit one letter of recommendation. The letter can be written by:

- A faculty member in a public or private school (e.g., subject teacher, school counselor, or principal).
- An after-school program teacher or private instructor who has worked with the student in an educational setting.

#### **Important Notes:**

- There is no specific form to fill out for the recommendation.
- The recommendation letter should be **1-2 pages long** with official letterhead
- Please request teachers to submit recommendation letters directly to this email:  
[summerprogram@chinainstitute.org](mailto:summerprogram@chinainstitute.org),
- Please include the **student's name** in both the title of the recommendation letter and the email subject line.
- The submission deadline is **April 7 at 5:00 PM PT**.

#### **Guidelines for Teachers to Include in the Letter of Recommendation:**

##### **1. Reasons for why the student would be a good candidate for this program:**

Reasons may include but are not limited to the students' personal strengths and qualities such as good sense of responsibility, adaptability, curiosity, leadership, teamwork skills, etc.

##### **2. Provide specific examples demonstrating the students' qualities:**

Share instances where the student has demonstrated an interest in learning, cultural understanding, or community involvement.

##### **3. How would the student benefit from participating in this program:**

Explain how the student's skills, interests, and experiences align with the goals of the Summer Heritage Study in China program.

Thank you to all recommenders for your time and support in helping our applicants!