Letter of Intent Guidelines for Education Abroad Applications

Your letter of intent is a critical piece in the selection process for the evaluation committee. This letter speaks about who you are, why you want to study abroad, 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 study 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.
- Show that you have done your research about the program and the host institution and know what you can expect when you are there.
- 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?
  - What makes you suitable for the particular education abroad program?
- 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 two or three sentences on it.

Style:
- The letter of intent is a formal letter and should look professional.
- The letter should be one to two pages long, clear, succinct and well written. Spelling and grammar mistakes are not acceptable.
- Make sure the readers know who you are and what you are applying for.
- Your writing should create a positive impression of you and keep the interest of the reader throughout the letter.

Review and guidance:
If you would like feedback on your letter of intent before you submit your application, you can make an appointment with an education abroad advisor to discuss your draft. However, MacEwan Education Abroad cannot accommodate requests later than two weeks before the application deadline.