

# Study Abroad Program Requirements Overview

Dear [Student's Name],

We are excited to provide you with an overview of the requirements for our upcoming study abroad program. Please review the following information carefully:

## Eligibility Criteria

- Must be enrolled as a full-time student.
- Minimum GPA of 3.0 on a 4.0 scale.
- Completion of at least one year of coursework in relevant subjects.

## Application Process

1. Complete the online application form.
2. Submit a personal statement (500 words) outlining your goals.
3. Provide two letters of recommendation from faculty members.
4. Include a current resume highlighting relevant experience.

## Important Dates

- Application Deadline: [Date]
- Announcement of Accepted Students: [Date]
- Pre-departure Orientation: [Date]

## Financial Considerations

Please note that students are responsible for tuition fees, travel costs, and living expenses during their time abroad. Scholarships and financial aid options are available.

If you have any questions or need further clarification, please do not hesitate to contact the study abroad office at [contact information].

Best regards,  
[Your Name]  
[Your Position]  
[University/Organization Name]