December 3, 2012

Dear IUHPFL Coordinator(s) and Teachers,

The **December 9** deadline for the IUHPFL 2013 summer abroad is fast approaching. Many students are completing their applications as we speak while others are just beginning.

Here are a few important reminders:

1. Students submit e-mails for their appraisers and transcript online.
2. Teachers chosen as appraisers should receive an e-mail request to complete an online appraisal for their student.
3. Counselors chosen to submit a transcript should receive an e-mail request to upload the student’s transcript.
4. Remind your student(s) to submit their e-mail requests for appraisals and transcripts immediately (if they haven’t done so already). We have encouraged students to do this throughout the application process several times by e-mail, but it may help to have a reminder from you.
5. Check your junk mail folders if you are expecting an e-mail appraisal or transcript request. These requests will be from the e-mail address iuhpfl@iu.edu.
6. All parts of a students’ application are due December 9, including appraisals and submissions of transcripts.

**Remind your students that the application deadline is fast approaching and that they need to submit appraisal and transcript requests right away.**

**Please also share this e-mail with any teachers at your school that may act as appraisers for IUHPFL students.**

Please contact us if you have any questions.

Sincerely,

The IUHPFL Staff