

# Confidential Staff Reference Form for Study Abroad



## To the student:

- 1) Fill in your name and program information below.
- 2) Please read carefully, fill in your professor's name, and sign the authorization below.
- 3) Give the recommendation form to a staff member – preferably one who knows you well and can speak to your abilities and readiness to study abroad.

\_\_\_\_\_ is applying for the following study abroad program:  
(Printed Name of Applicant)

Program Name \_\_\_\_\_ Program City/Country \_\_\_\_\_

Term/Year Abroad \_\_\_\_\_

## Authorization:

I hereby authorize (Staff Member's Name) \_\_\_\_\_ to complete this form. Under the provision of the Family Education Rights and Privacy Act of 1974, **I waive my right of access** to this recommendation and understand that the information provided will be used only for the purpose for which it was prepared.

\_\_\_\_\_  
Student's Signature

[or]

I retain my right of access to this recommendation.

\_\_\_\_\_  
Student's Signature

**[Sign only once]**

**Staff Member:** The individual above has applied for a study abroad program. The student asks that you complete a reference form and letter of support on his/her behalf. The letter will be reviewed by the Office of Global Engagement Staff. Upon the student's approval, this form and letter may be copied and sent to the study abroad program. Please phrase your comments accordingly.

# Confidential Reference Form for Study Abroad



According to the following criteria, how would you rate the applicant?

	Excellent	Good	Fair	Poor	Unable to Evaluate
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Interest and Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability/Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability in Facing New Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence and Self-Esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates Well to Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-Mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability for Realistic Self-Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide the following rating:

- Recommend Without Reservation
- Recommend with Reservation
- Not Recommended

Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

In a separate document, please address the following questions as they pertain to the student applicant. Be candid, and whenever possible, give examples:

1. How long and under what circumstances have you known the applicant?
2. What contributions do you think an international education experience might make to the student's academic and personal development?
3. Please state your opinion on this applicant's chances for success (academic and non-academic) in this program.
4. What, if any, reservations do you have about the student applicant?

Completed recommendations may be attached to this form and returned to the **Office of Global Engagement**. Please return this form and letter immediately as this student's application cannot be processed until your recommendation is received. If you have any questions, please contact the Office of Global Engagement. Thank you.