



Academic Reference for Student Exchange

Please complete the top section of this form and ask your referee to complete the reference section and send it directly to the International Student Services & Study Abroad Office in a signed and sealed envelope. You must submit two academic references. It is your responsibility to ensure that two references have been submitted. All recommendations are strictly confidential.

Applicant Information (to be completed by the student)

Last name	First name	SID
Applicant's signature		

Program Information

Host Institution and country of destination

Reference (to be completed by the referee)

The above student is applying for the International Student Services & Study Abroad Student Exchange Program. A student exchange is an academically and personally challenging program that gives students the opportunity to take advantage of cultural, academic and personal experiences all over the world. Students are involved in challenging cross-cultural situations - both in and out of the classroom - and will be expected to learn using both traditional and non-traditional methods. To succeed abroad, a student must have a high degree of academic and personal motivation and the ability to interact with people of different social and cultural backgrounds.

Eligibility requirements are that a student has a GPA of at least 65% (with a Dean's letter of approval). Those with a GPA of 70% and above are not required to submit a Dean's letter of approval. The student must be in good academic standing upon application and prior to going on exchange.

In making decisions on the appropriateness of a student's participation in the International Student Services & Study Abroad Student Exchange Program, we need to know about their motivation, adaptability, academic skills and those personal qualities that will give students the ability to benefit from such a global experience. In addition to a student's academic performance, observations of other characteristics such as competence, independence, assertiveness, resourcefulness, quality of performance, confidence, social skills, maturity, open-mindedness, and integrity will be taken into consideration. We sincerely value your candid appraisal of the applicant and emphasize that you should include the students strong and weak points when considering the student for exchange.

Name	Position
Department	Title
Email	Telephone
How long have you known the student?	In what capacity have you known the student?
How well do you know the applicant? <input type="checkbox"/> Extensive contact in a variety of settings <input type="checkbox"/> Well-acquainted in classroom or campus environment <input type="checkbox"/> Limited contact in classroom or campus environment <input type="checkbox"/> Other	

In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in these areas.

	Excellent	Good	Average	Poor	Unknown
Ability to express himself or herself orally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability in meeting assignment deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to cope with ambiguity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity/Respectfulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initiative and motivation in academic program	<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"/>
Cooperation and adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Ability/Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are the student's strengths relevant to studying abroad?

What are the student's weaknesses that might be relevant to studying abroad?

Do you recommend this student for an exchange?
 Yes Yes, with reservation (explain below) No (explain below)

Additional comments that may affect the selection committee's decision

Based on your knowledge of the applicant, please comment on his/her chance for success and what would be gained from an exchange experience for this student.

Signature

Date (dd/mm/yyyy)

Please return this form in a sealed envelope either to the student or directly to our office through Inter-Office mail.
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