

SHORT-TERM STUDY ABROAD CHECKLIST

- Letters of Recommendation**
Using the forms at the end of this application, obtain two recommendations from faculty members familiar with your academic work.

Recommender #1: _____

Recommender #2: _____

- Transcripts**
Your application must be accompanied by copies of all transcripts for academic credits completed or attempted beyond secondary level. Unofficial transcripts are acceptable. Official transcripts may be obtained at the Office of the Registrar.

- Statement of Interest**
Please submit a typewritten statement (750 words) indicating your academic goals in applying for the program, your qualifications, and the specific course of study you would like to achieve.

4. Please comment briefly on the applicant's academic performance.

RECOMMENDATION:

___ I recommend without reservation as an excellent prospect.

___ I recommend this applicant with some reservation.

___ I cannot recommend the applicant.

If you did not check the first box, please explain.

Recommender's Name _____ Telephone _____

Position/Title _____

Institution or Organization _____

Address _____

Signature

Date

Please place this form in a business envelope with the applicant's name and your name on the front. Please seal the envelope and write your signature across the seal. Give the envelope to the applicant to return with his/her completed application packet.

RECOMMENDATION FOR STUDY ABROAD

To Be Completed by Applicant:

Program Name _____

Applicant's Name _____
Last First Middle

___ I waive my right to review this letter of recommendation.

___ I do not waive my right to review this letter of recommendation.

Signature of Applicant

Date

To Be Completed by Faculty Recommender:

1. I have known this applicant as a(n)

___ undergraduate student

___ graduate student

___ other _____

2. I have served as the applicant's

___ adviser

___ teacher

___ employer

___ other _____

3. In rating the scales below, please describe the applicant by checking the box which most nearly represents your evaluation. When possible, compare the applicant with a representative group of students who have approximately the same amount of experience and training as the applicant.

0 – no basis for judgment

1 – below average

2 – average

3 – good

4 – excellent

5 – outstanding

1. ___ self-reliance and independence;

2. ___ emotional stability and maturity;

3. ___ flexibility and adaptability in unfamiliar environment

4. Please comment briefly on the applicant's academic performance.

RECOMMENDATION:

___ I recommend without reservation as an excellent prospect.

___ I recommend this applicant with some reservation.

___ I cannot recommend the applicant.

If you did not check the first box, please explain.

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