

*Willamette Study Abroad Programs*  
**Academic Advisor Form**  
**Due to OIE Friday, 12/2/2011 @ 4:00 PM**

Please return completed form to the *Office of International Education (OIE) – Matthews Hall*

\* Submit a separate form for each major

\_\_\_\_\_  
STUDENT NAME

\_\_\_\_\_  
PROPOSED PROGRAM(S)

**STUDENT: SIGN THIS WAIVER (choose YES or NO below) BEFORE GIVING THIS FORM TO YOUR ADVISOR. Contact your advisor(s) AT LEAST three weeks prior to the deadline so you may meet with him/her.**

Student waiver statement: In accordance with the Family Educational Rights and Privacy Act of 1974, Willamette University recognizes that applicants of its Study Abroad Programs have the right to access all materials in their files.

"I am aware of my right under the provisions of PL 93-380.513 to inspect recommendations written on my behalf. In order to encourage the authors of these recommendations to write with candor, I have elected not to exercise my rights under the aforesaid statute, and affirm that I shall not do so in the future.

This waiver will remain in effect 1) until I notify, in writing, the Office of International Education, at which time the recommendation will be removed from my file and returned to the author, or 2) until the Office of International Education destroys this recommendation."

I, therefore, WAIVE my access to this recommendation and understand that it will be used for the purpose for which it was prepared.

**YES**, I waive this right \_\_\_\_\_      **NO**, I do not waive this right \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\*\*\*\*\*

**ADVISOR INSTRUCTIONS: THE STUDENT MUST SIGN THIS FORM ABOVE BEFORE HAVING YOU COMPLETE IT.**

This student wishes to apply for participation in a WU study abroad program. She/he should meet with you to give you any pertinent information about the program and its academic relevance. Study abroad should support the student's academic goals as much as possible. Although it is often not possible to completely predict the courses a student may take while abroad, your help in assessing the student's sense of how this time off campus fits into his/her academic goals is essential. The International Education Committee needs your verification that the student has thoughtfully considered a semester/year abroad and its possible impact on his/her academic timeline.

Your input is assessed along with personal, academic, and language (if applicable) references. A separate letter is not expected. If you choose to add optional comments, use the back or an attached sheet for optional comments you have. Letterhead is not necessary. This page with the SIGNED WAIVER should be stapled on TOP.

1. Please comment on the academic fit of the proposed program(s) to the student's major or academic goals (if no major has been declared). Does the student demonstrate awareness of how the program will fulfill these?

2. Are there any concerns/comments regarding the student and the study abroad program(s) he/she is pursuing? (i.e. academic timeline for graduation vs program timing, fulfilling requirements)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department & Phone Number

Did the student give you adequate time to meet with him/her AND to complete this form? \_\_\_\_\_