

Willamette Study Abroad Programs
Personal Recommendation Form

Please return completed form to the *Office of International Education (OIE) – Matthews Hall*
Willamette University, 900 State Street, Salem, OR 97301 503.375.5493

DUE TO OIE 12/2/2011 4:00 pm

*Please have this recommendation completed by an employer or co-worker, clergyperson, volunteer project supervisor, coach, or club advisor. Fellow students, resident assistants, community mentors, family friends should not be used for this recommendation.

ON CAMPUS references are recommended whenever possible.

STUDENT NAME

PROPOSED PROGRAM(S)

STUDENT: SIGN THIS WAIVER (choose YES or NO) BEFORE GIVING THIS FORM TO THE PERSON WHO WILL DO THE RECOMMENDATION. Give him/her AT LEAST three weeks to complete & return the recommendation.

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 this 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

WU ID#

Date

Instructions for the Recommender: THE STUDENT MUST SIGN THE FORM ABOVE BEFORE HAVING YOU COMPLETE IT. This student wishes to apply for participation in a WU study abroad program. Study abroad places greater emotional and developmental demands on students. Please consider this when completing this recommendation. Students will also have academic, advisor, and language (if applicable) references. A separate letter is not expected, but is an acceptable alternative and should address ALL questions on this form. Use an attached sheet for optional comments. Letterhead is not necessary. You are encouraged to double-side pages as needed. This page with the SIGNED WAIVER should be ON TOP when stapled together.

1. How long and in what capacity have you known the applicant? (If you have no knowledge of this student's ability to follow through on commitments, react to stressful circumstances, or his/her receptiveness to receiving instruction/directions, etc., you may consider asking the student to find another reference.)

2. How would you assess the applicant's maturity and emotional stability?

Study abroad/off campus challenges a student to adapt to a new culture while still pursuing his/her academic goals. This can cause emotional or psychological highs and lows of varying durations, and requires flexibility and patience on the student's part.

3. What would be challenging for this student in these circumstances?

4. In what way(s) would this student excel in these circumstances?

Name (please print)

Title

Signature

Date

Date received from student

If you are NOT associated with Willamette University, please provide contact information:

Phone: _____ Email _____

Address: _____

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