To be Completed by the Applicant

Name: ________________________________________________________________________________________________

Home institution: __________________________________________________________________________________________

Reference requested from: ____________________________________________________________________________________

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. Many applicants have found that a recommendation written in confidence has a greater impact than one to which the applicant has access. It is your option to waive your right to review this recommendation. Please check the appropriate statement and sign below.

I waive my right to review this recommendation  I do not waive my right to review this recommendation

____________________________________________________________________________________
Applicant’s signature

Date

To be Completed by the Individual Providing the Reference

The applicant named above is applying for study abroad through Mansfield University’s direct exchange programs. Since participants remain registered at Mansfield during their stay abroad and serve as representatives of their nation and institution, the Study Abroad office is concerned with the applicant’s academic and personal suitability for study abroad. The continuing success of exchange programs will be affected by this applicant’s performance.

Please return this form to:  Office of Study Abroad  110D Belknap Hall
Mansfield University  Mansfield, PA 16933

1. How long and in which capacity have you know the applicant?

____________________________________________________________________________________

2. Please indicate the applicant’s ability and academic competence in comparison with other individuals whom you have known at similar stages in their academic careers.


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<th></th>
<th>Below average</th>
<th>Average</th>
<th>Above average</th>
<th>Outstanding</th>
<th>Inadequate opportunity to observe</th>
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<tbody>
<tr>
<td>Knowledge in area of specialization</td>
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<td>Motivation and seriousness of purpose</td>
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<td>Ability to plan and carry out research/independent study</td>
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<td>Ability to express thoughts in speech and writing</td>
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<td>Emotional stability and maturity</td>
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<td>Self-reliance and independence</td>
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3. Please comment specifically on the applicant in terms of the following: (a) academic suitability for study at an institution abroad; (b) personal suitability for living abroad; (c) how participation in a study abroad program will be of benefit, both academically and personally; (d) any other factors that you believe may affect a successful experience abroad. (Please type if possible)

____________________________________________________________________________________

Signature of individual providing the reference

Date

____________________________________________________________________________________

Name (please type or print clearly)

Position or title

____________________________________________________________________________________

Office address, telephone and email