STUDY ABROAD PROGRAM
CONFIDENTIAL REFERENCE FORM

Part I: **To be completed by the applicant**

Name of Applicant | Date of Request

STUDY ABROAD PROGRAM | Country
City

Evaluator's Full Name | Title | Deadline for Request

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain education records. Section 438(a)(2)(B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information requested by this form, please sign below.

Applicant's Signature | Date

PLEASE ASK THE EVALUATOR TO RETURN THIS FORM TO **Truman State University, Center for International Education Abroad, Grim Hall, First Floor, Kirksville, MO 63501**. Please provide the evaluator with a stamped envelope if s/he is not a Truman faculty or staff member. Truman faculty or staff member can return the evaluation form via campus mail.

Part I: **To be completed by the evaluator**

The above-mentioned applicant is applying for the study abroad program designated above. We would appreciate your assessment of the applicant's attributes with which you are familiar.

1. Basis and extent of your acquaintance with the applicant.

2. Please indicate the applicant's academic attributes. You may elaborate in the comments section if necessary.

	Excellent	Good	Fair	Poor	No opportunity to observe
Competence in major/specialization	☐	☐	☐	☐	☐
Academic interest and motivation	☐	☐	☐	☐	☐
Capacity for independent study	☐	☐	☐	☐	☐
Ability to express thoughts in speech/writing	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐

3. Please evaluate the applicant's suitability for program participation. You may elaborate in the comments section or on a separate sheet if necessary.

	Excellent	Good	Fair	Poor	No opportunity to observe
Ability to adapt to new or unstructured circumstances	☐	☐	☐	☐	☐
Self-reliance/independence	☐	☐	☐	☐	☐
Ability to relate well to others	☐	☐	☐	☐	☐
Emotional stability	☐	☐	☐	☐	☐
Open-mindedness	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐

4. Please state frankly your opinion of this candidate's chances for success (both academic and non-academic) in a study abroad program. Keep in mind the following academic/personal suitability for study abroad; how an international experience may benefit the applicant, both academically and personally; and strengths which you believe the applicant might bring to such an experience. You may elaborate in the comments section or on a separate sheet if necessary.

5. Additional Comments:

_____

Evaluator's Signature Date Print Name

_____

Position/Title Telephone Number

_____

Office Address