



The State University of New York

Office of Global Initiatives
170 North St/Box 139
Dryden, NY 13053 USA
Email: global@tompkinscortland.edu
www.tompkinscortland.edu/global

Study Abroad Confidential ACADEMIC Reference Form

STUDENT Name (Last, First, Middle)

Program Location Abroad Primary SUNY Campus Student ID

To the Student and Whomever Completes the Reference:

The ACADEMIC REFERENCE should be given to a former or current professor who knows the student well and is able to judge their academic and personal maturity as it relates to study abroad. Faculty leaders of the trip you are applying to participate in SHOULD NOT compete this form. A letter of recommendation is acceptable in lieu of this form..

Where to submit: As this letter is confidential, it should be sent it directly to the Office of Global Initiatives: Attention: Study Abroad by the person completing the reference. (If mailing you must provide them with a self-addressed stamped envelope for this purpose. You may submit it yourself if it has been placed in an envelope and signed over the seal by the person who completed it.

I waive my right to access this reference completed by _____ Name of Reference Yes No

Student's Signature: _____ Date: _____

Please submit this reference form to the office above

The student named above is applying for the designated study abroad academic program. We would appreciate your assessment of the applicant's attributes with which you are familiar. You may write comments on the back OR submit a letter of recommendation for the student.

How long and in what capacity have you known the student? _____

Table with 7 columns: Academic attributes, Excellent, Very Good, Good, Fair, Poor, No Evaluation. Rows include Competence in major or specialization, Academic interest and motivation, Capacity for independent study, Resourcefulness, Reliability, Integrity.

Table with 7 columns: Non-academic attributes, Excellent, Very Good, Good, Fair, Poor, No Evaluation. Rows include Level of maturity, Ability to adapt to new circumstances, Self-confidence and self-esteem, Ability to relate well to others, Emotional stability, Open-mindedness, Integrity.

Please state frankly your opinion of this candidate's ability to suitably represent both their home campus and the USA in a Study abroad program, weighing both strong and weak points. Please use the space on other reverse side of this page. You may also add or attach a letter of recommendation.

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

(Comment on next page if desired)



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