



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 PERSONAL Reference Form

STUDENT Name (Last, First, Middle)

Program Location Abroad

Primary SUNY Campus

To the Student and Whomever Completes the Reference,

The **PERSONAL REFERENCE** should be given to a friend or acquaintance who knows the student well and is able to judge their emotional stability and personal maturity as it relates to study abroad. **Anybody affiliated with the trip you are applying to participated in SHOULD NOT complete this form.** A letter of recommendation is also acceptable instead of this form, if desired.

Where to submit: As this letter is confidential, it should be sent directly to the **Office of Global Initiatives** by the reference. If mailing, the applicant 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 _____ Yes No

Name of Reference

Student's Signature: _____ Date: _____

Please submit this reference form to the office above

To the Personal Reference: The person named above is applying to participate in one of our College's academic study abroad programs, which requires travel in the company of fellow students and professors. Students will be representing the College as cultural ambassadors while in-country. Since the circumstances of travel can be unpredictable and since what they encounter may be challenging, flexibility, open-mindedness and cooperation are imperative to the success and safety of the program.

Comment below and on the back on the student's ability to cope with, contribute to and benefit from this experience as described. Frankly weigh strong and weak points.

1. How long and in what capacity have you known this person?
2. Describe this person's ability to be open-minded and flexible.
3. What has been your experience with this student's ability to get along with people different from themselves?
4. How do you imagine the student might benefit from the experience?