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### **GUIDELINES FOR WRITING**

- The academic experience at a foreign university will differ markedly from what students are used to. They will have to adjust to courses that lack syllabi or assignments and final grades that depend on a single exam. They must have the initiative and discipline to search out relevant readings and pace their own work.
- Life abroad presents challenges. Maintaining equilibrium in the face of changes in diet, hygiene and comfort requires tolerance, flexibility and humor. Because participation in overseas study brings potential for emotional stress, it is important to identify students who may have difficulty coping with the experience.
- Your candid appraisal of the student's academic and personal strengths and weaknesses is essential. The trauma of failing in the foreign country can be more severe than the disappointment of not being accepted.
- If your experience has not enabled you to assess aspects of the student's potential for a successful study abroad experience, indicate that fact in your letter so that the selection committee can explore those areas in greater detail in their interviews.
- If you are writing in the capacity of someone who has taught the applicant a foreign language required for program participation, please evaluate listening, reading, speaking, and writing skills in the target language. Among all the students you have taught, how would you rate this student on his/her skills in the target language?

Student's Name \_\_\_\_\_ Program Applying For \_\_\_\_\_

**To the student:** The Family Educational Rights and Privacy Act of 1974 opens many student records for the student's inspection. The law permits you to sign this waiver relinquishing your right to inspect letters of recommendation.

Sign below if you give up the right to read this recommendation. Do not sign if you wish to read it.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title or Position \_\_\_\_\_  
Address \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail or fax recommendation to:

**Office of Overseas Study - Franklin Hall 303 - Bloomington, IN 47405 - Fax: (812) 855-6452**

10/09

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**Franklin Hall 303**

**Bloomington, IN 47405**

**(812) 855-9304**