

University of Washington
International Programs & Exchanges
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RECOMMENDATION GUIDELINES

To the recommender:

The student requesting a letter of recommendation from you is applying to an international program or exchange sponsored by the University of Washington. As a participant in this program, the student will be required to complete a full schedule of academic work while abroad; thus, he/she must be highly motivated, emotionally mature and able to easily adapt to people with different social and cultural backgrounds. Your candid appraisal of this student would be greatly appreciated, as it enables us to determine the applicant's suitability for this program or exchange. The following are guidelines to assist you in composing your recommendation letter. We thank you in advance for your cooperation, time and honest evaluation.

1. In what capacity and for how long have you known the applicant?
2. Please assess the quality and level of the student's academic work. List strengths and/or weaknesses as appropriate.
3. Please comment on how the student relates to other people such as faculty members and peers indicating his or her interpersonal maturity.
4. If possible, would you judge this student's ability to adjust easily to new or changing situations/environments?
5. If you are this student's foreign language instructor, please evaluate his or her foreign language ability.
6. Please include any other comments as necessary.

Please place your recommendation in a sealed envelope, sign the back and submit it directly to the student.