

University of Washington  
International Programs & Exchanges  
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ipe@u.washington.edu

## RECOMMENDATION GUIDELINES

Name of applicant	UW Student Number	Program/Exchange	Term(s)
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### To the recommender:

The student named above is an applicant to an international program or exchange sponsored by the University of Washington, which involves a full schedule of academic work while abroad. Participants must be highly motivated, emotionally mature, and able to adapt easily to people with different social and cultural backgrounds. Your candid appraisal of this student is greatly appreciated enabling 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, how would you judge this student's ability to adjust easily to new or changing situations/environments?*
- 5. Note: 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.*

Your Recommendation must be submitted in a sealed envelope directly to our office or given to the student. Please sign the back seal. You may also e-mail or fax it to our office at the address above.