



Global Education Office Study Abroad Recommendation Letter Instructions and Policies

Thank you for your time and willingness to support our students with their study abroad applications. The recommendation letter that you are preparing is an integral piece of a student's application to the Global Education Office, and *also* to the exchange institution to which the student is applying. These recommendation letters will be used not only by the Global Education Office, but by our exchange partners to assess our students' eligibility for their institutions, and for appropriate placements in departments while abroad.

Our application process has moved online, which means the students will be submitting your name and Washington College email address into their application profile and the system will then directly email you with a short questionnaire and upload option. The students have been advised on best practices regarding asking faculty for letters of recommendation. If you'd like, you can view those instructions at <https://washcoll-sa.terradotta.com/> under the *Useful Documents* tab.

More and more of our partner institutions are moving their application process online and some online portals require the students to personally upload all the necessary documents, including letters of recommendation. Therefore, we ask that you write an open letter of recommendation, or one that you would not mind disclosing to the student should their application require it. GEO has now added a section on the online questionnaire for confidential comments that students will *not* have access to. Please use that section to share any concerns you may have about the suitability for this student to study abroad. We will *not* forward that information to our exchange partners nor will we share that information with the student.

A letter of recommendation for study abroad can be addressed to the Global Education Office (please see address below), and should be written on Washington College letterhead, dated, signed, and should include:

- How the evaluator knows the student (i.e. classes the student has taken with the evaluator or advisor/advisee relationship)
- The student's academic performance in class, the quality of their written assignments and class participation
- Observations regarding the student's maturity and trustworthiness
- The student's language level and language preparedness (for colleagues in the Department of Modern Languages).

Submission of Recommendation Letters

Applications for study abroad are due by 4:00 p.m. of the third Friday of each semester, with students applying the semester before they would like to be abroad.

☐ **Spring 2019 Deadline:** 4:00 p.m. Friday, September 14, 2018

Recommendation letters should be uploaded via the emailed link. However, physical copies or scanned copies can be received by inter-office mail or to alevy2@washcoll.edu also.

Thank you.