



Scholarship Letter of Recommendation: Guidelines & Waiver

Applicant's waiver of access to Letter of Recommendation: Under the Federal Family Education Rights and Privacy Act of 1974 and the California Information Practices Act of 1977, students are given the right to inspect their records, including letters of recommendation.

_____ I expressly waive my access to this letter of recommendation. I understand that this means I cannot see the letter.

_____ I DO NOT waive my access to this letter of recommendation.

_____ Applicant Signature

_____ Date

Student Information:

Name: _____

PID: _____

Program Information:

Country: _____

Duration: _____

Instructions

TO THE APPLICANT:

Fill out the top section of this form and give it to the recommender to complete. If you fail to sign and mark the waiver, Programs Abroad will automatically waive your access to this letter. It is important to make sure this form is seen by your recommender and be sure to let them know the date of the scholarship deadline. Also please provide the recommender information about the scholarships you are applying to, including the eligibility and special requirements.

TO THE RECOMMENDER:

Thank you very much for agreeing to write a recommendation for this applicant for the UCSD Programs Abroad Scholarships. Your letter of recommendation will constitute an essential part of our selection process.

Please type your letter of recommendation and print it out on department letterhead. Letters of recommendation will ONLY be accepted on official letterhead. In your letter, please address the issues listed below along with any information you want to share about the applicant. Please send your letter of recommendation to:

Programs Abroad Office, mailcode 0018

1. How long and in what capacity have you known the applicant?
2. Please comment on the applicant's specific academic skills and knowledge: cumulative background in your discipline, self-motivation to learn, study habits, intellectual potential, etc.
3. If you have taught the applicant in the language of the proposed country of study (other than English), how would you rate this student's abilities with that language?
4. Please comment on the applicant's personal attributes: overall maturity, seriousness of purpose, and ability to adapt to an intensive course of study in a foreign country.
5. If you have some knowledge of the country and/or institution, please indicate.
6. If you were directing a program abroad would you be reluctant, pleased, or enthusiastic to have this student on your program? Please comment.



Programs Abroad Office Scholarship Letters of Recommendation

IMPORTANT! All letters of recommendation **MUST** come from an individual who knows you academically, meaning someone who has instructed you on a college level subject area. The professor/TA/instructor does **NOT** have to be from UCSD. Letters of recommendations from supervisors or co-workers or relatives will not be accepted and will not even be read. Please do not submit more than two letters of recommendation. Any letters turned in above the first two letters will not make your application more competitive than others. Please read the instructions below for program specific instructions.

EAP Students

We can use your EAP letter of recommendation for the purpose of scholarship selection. To be competitive for the scholarships, we highly recommend that you have a professor write a letter of recommendation that addresses all of the questions enumerated on the previous page. Letters from TA's or instructors are acceptable, but your application may be less competitive. Language evaluation forms and personal references are **NOT** acceptable for this purpose.

OAP & Global Seminar Students

One letter of recommendation from faculty members is required. Letters from TA's or instructors are acceptable, but your application may be less competitive. Personal references are **NOT** acceptable for this purpose.

DO NOT submit this page with the application.