

STUDY ABROAD**Academic Reference**

Instruction for the applicant: Please complete the Applicant Section of this form and email to a Professor or Graduate Teaching Associate (GTA) who has taught you in the classroom and is able to comment on your qualifications for study abroad. You should not request a recommendation from a non-academic person unless you have been away from academic institutions for some time.

Applicant Section

Applicant name:

Applicant (OSU) email:

Name of study abroad program:

Term(s)/year of study abroad program:

Deadline to submit academic reference to OIA:

Applicant's waiver of right to access

The Family Educational Rights & Privacy Act of 1974, as amended (P.L., 93-380) allows a candidate to waive his or her right of access to confidential statements written in his or her behalf. The University does not require you to make such a waiver as a condition for admission. I hereby waive my right of access to this recommendation:

Name:

Date:

Instructions for the referee: Please complete the Referee Section of this form and answer the questions below. The completed form is to be emailed to sa-admin@oia.osu.edu. Please be sure to include "Academic Reference" in the subject line of your email. It is recommended that you notify the student when your recommendation has been submitted.

Referee Section

Name:

Position:

Institution:

Department:

Address:

Email address:

1. How long and in what capacity have you known this student?

2. Please give your candid assessment of this student's strengths and weaknesses.

3. This student has a record of responsible classroom behavior, for example attendance, punctuality, meeting assignments deadlines, etc.
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment

4. This student demonstrates motivation and initiative.
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment

5. This student is considerate and respectful towards others and displays the ability to cope with different ideas and opinions.
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment

6. This student constructively participates in class and works well with other students, for example in group work and on class projects.
 - Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment

7. This student can articulate his/her thoughts and express him/herself clearly.
- Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment
8. This student displays problem-solving and critical thinking skills.
- Strongly Agree
 - Agree
 - Neutral
 - Disagree
 - Strongly Disagree
 - Not able to comment
9. Please provide additional information that you think we should know about this student in considering him/her for this out-of-country academic experience.

Signature: _____ Date: _____

Typed signatures are accepted as valid for the purpose of this form.

All completed references must be sent via email to sa-admin@oia.osu.edu. Please be sure to include "Academic Reference" in the subject line of your email. Hard copies will not be accepted.

If the form is completed and signed in ink, the form must be scanned and emailed to sa-admin@oia.osu.edu.