



Study Abroad Confidential Academic Reference Form

Your Name (Last, First) _____ Program Abroad Name/Country _____ Administering SUNY Campus _____ Student ID _____

To the Student and Whomever Completes the Reference:

The **ACADEMIC REFERENCE** should be given to a former or current professor who knows the student well and is able to judge their academic and personal maturity as it relates to study abroad. **Faculty leaders of the trip to which you are applying SHOULD NOT compete this form.** A letter of recommendation is acceptable in lieu of this form.

Where to submit: This letter is confidential and should be sent directly to the **Office of Global Initiatives** by the reference. If mailing, the applicant should provide the reference with a self-addressed, stamped envelope for this purpose. The applicant may submit the reference themselves if this form has been placed in a sealed envelope with the signature of the reference over the seal.

I waive my right to access this reference completed by _____ Yes No

Name of Reference

Student's Signature: _____ Date: _____

To the Academic Reference:

The student named above is applying for one of TC3's academic study abroad programs. We ask that you attest to the applicant's attributes with which you are familiar and to their **ability to suitably represent both their home campus and the United States in a study abroad program, weighing both strong and weak points.** You may also add comments on the back of this form or attach a letter of recommendation.

How long and in what capacity have you known the student? _____

Academic attributes	No evaluation	Poor	Fair	Good	Very good	Excellent
Competence in major or specialization						
Academic interest and motivation						
Capacity for independent study						
Resourcefulness						
Reliability						
Integrity						
Non-academic attributes	No evaluation	Poor	Fair	Good	Very good	Excellent
Level of maturity						
Ability to adapt to new circumstances						
Self-confidence and self-esteem						
Ability to relate well to others						
Emotional stability						
Open-mindedness						

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

Academic Reference continued:

Additional comments about this student?