



Office of Global Initiatives, Room 248
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www.tompkincortland.edu/global

Study Abroad Confidential Personal Reference Form

STUDENT Name (Last, First, Middle)

Program name/Country

TC3 Student ID

To the Student and Whomever Completes the Reference:

The **personal reference** should be given to someone who knows the student well and is able to judge their emotional stability and personal maturity as it relates to new and unpredictable experiences, such as with international group travel. *Those affiliated with the study abroad program may not serve as a reference.* A letter of recommendation is also acceptable in lieu of this form, if desired.

Where to submit: This letter is confidential, and should be sent **directly to the Office of Global Initiatives** by the person completing it. 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 _____

Name of Reference

Student's Signature: _____ Date: _____

Please submit the completed reference form to the office above

To the Personal Reference:

The person named above is applying to participate in one of TC3's academic study abroad programs. These programs require travel in the company of fellow students and professors. Students will be representing the College as cultural ambassadors while in country. Since the circumstances of travel can be unpredictable and at times challenging, maturity, adaptability, flexibility, open-mindedness, emotional stability, and cooperation are imperative to the success and safety of the program. **We ask that you attest to the student's ability to cope with, contribute to, and benefit from this experience as described. Please honestly weigh strong and weak points.**

1. How long have you known this person and in what capacity?
2. Describe the person's level of maturity and emotional stability.
3. Describe this person's ability to be open-minded and flexible.
4. Comment on this person's ability to get along with people different from themselves.
5. Please share any other information about this person that might be helpful in determining this person's capacity to participate successfully in a study abroad experience.