

Bates College Off-Campus Study Program Recommendation letters

Students

Most off-campus study programs and institutions require one or two letters of recommendation. Depending on the program, the format for these recommendation(s) may be:

- An email sent by a Bates faculty member directly to the program
- A form provided by the program which is returned to the Off-Campus Study Office (to be mailed by the Office with the rest of your “hardcopy” application materials), or
- A “generic” recommendation letter written on Department stationery or on the form below. These are returned to the Off-Campus Study Office (to be mailed by the Office with the rest of your “hardcopy” application materials). If you use the form below, you need write in the name of the letter writer and to complete the entries in the box before giving the form to the faculty member.

Please remember "recommendation letter etiquette" when you ask a faculty member to write for you. As you know, this includes:

- A personal meeting with the faculty member,
- Information on your grades at Bates, (print your transcript from the web)
- Information on the program (or at least the country) to which you are applying,
- Plenty of ADVANCE WARNING,
- And, of course, a sharing of your good news upon acceptance.

Faculty

Most off-campus study programs and institutions require one or two letters of recommendation. Depending on the program, the format for these recommendation(s) may be:

- An email that you send directly to the program. These programs have the student provide your email address.
- A form provided by the program which is returned to the Off-Campus Study Office (to be mailed by the Office with the rest of the student’s “hardcopy” application materials), or
- A recommendation letter written on your Department stationery or a generic form provided by the Off-Campus Study Office. These are returned to the Off-Campus Study Office (to be mailed by the Office with the rest of the student’s “hardcopy” application materials).

You may wish to refer to some of the questions below in writing your letter:

- In what course(s) have you taught this student?
- What is your general estimate of his or her intellectual ability and academic motivation?
- Have you found the student to be a mature and stable individual?
- In what ways do you think this student would benefit from study abroad?
- Do you think the student would make a satisfactory personal and social adjustment to study abroad?

**Off-Campus Study Office
110 Lane Hall
Bates College
Lewiston, Maine 04240 USA**

To: _____
Name of Reference Writer

Most off-campus study programs and universities require one or two letters of recommendation in support of student applications. These letters may be on forms provided by the program, on department stationary, or with this form which includes a "student waiver statement." These letters should be returned to the Off-Campus Study Office. (The Office mails them with the student's other application materials.) The programs and universities are particularly interested in your assessment of the applicant's intellectual ability, academic motivation, maturity, interest in off-campus study, and adaptability to a different academic and social environment. As noted below, the student may see this letter unless he or she waives this right.

Student's Waiver Statement

I am aware of my right to read this letter as outlined in the Family Educational Rights and Privacy Act of 1974. I waive _____, do not waive _____ my right to review this letter. I understand that with my signature below, I authorize my reference writer to discuss my academic work and other information contained in my educational record at Bates when writing this letter.

Signature of Student

Print Name

Date

Reference writer signature _____ Title _____

Please print your name _____ Date _____

Position, Department/Organization _____

Address _____