



## **Recommendation Letters for Study Abroad:**

### **An Overview of What Should be Included and Submission Information**

Thank you for your time and willingness to support our students with their study abroad applications. The recommendation letter that you are preparing is an integral piece of a student's application to the Global Education Office, and the exchange institution to which the student is applying. The recommendation letter will be used by our exchange partners to assess our students' eligibility for their institutions, and for appropriate placements in departments while abroad. There are no forms to complete, just a letter of recommendation.

A letter of recommendation for study abroad can be addressed to the Global Education Office (please see address below), printed on Washington College letterhead, dated, signed, and should include:

- How the evaluator knows the student (i.e. classes the student has taken with the evaluator or advisor/advisee relationship)
- The student's academic performance in class, the quality of their written assignments and class participation
- Observations regarding the student's maturity and trustworthiness
- The student's language level and language preparedness (for colleagues in the Department of Modern Languages).

I have provided instructions for the students on how to respectfully request a letter of recommendation (<http://www.washcoll.edu/live/files/3175-geo-instructions-on-requesting-letters-of>).

### **Submission of Recommendation Letters**

Washington College study abroad applications for the coming year (both fall and spring terms) are due the third Friday in February (February 21, 2014).

Recommendation letters can be:

- ***Sent via campus mail*** to the Global Education Office (GEO has a mailbox in the faculty mailroom off of the Hynson Lounge).
- ***Dropped off*** in the Global Education Office – 409 Washington Ave. (the brick house next to the Rose O'Neil Literature House)
- ***Mailed*** to the Global Education Office – 300 Washington Ave. Chestertown, MD 21620

***Thank you.***