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.

Your recommendation letter is used by both the Global Education Office and then physically mailed to the student’s host institution as part of their application process. The letter you prepare is an integral piece of a student’s application, and is 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).

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 19, 2016) and should be addressed to the Study Abroad Committee, not the director or Study Abroad Coordinator.

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.