



**GLOBAL EDUCATION OFFICE (GEO)  
KEENE STATE COLLEGE**

**STUDY AWAY APPLICATION:  
CONFIDENTIAL REFERENCE FORM**

**Part I: To be completed by the applicant.**

Name of Applicant \_\_\_\_\_ Date of Request \_\_\_\_\_

**STUDY AWAY PROGRAM**

Country:

City:

Evaluator's Full Name \_\_\_\_\_ Position \_\_\_\_\_ Deadline for Request \_\_\_\_\_

Under the U.S. federal law (Section 438 of Public Law 90-247, as amended), students are permitted access to certain education records. Section 438(a) (2) (B) provides that a student may waive the right to inspect confidential letters of recommendation. Many applicants have found that a recommendation letter written in confidence has a greater impact than one to which the applicant also has access. If you waive your right to inspect the information request by this form, please sign below:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE THAT ON-CAMPUS MAIL CAN SIMPLY BE SENT TO THE Global Education office AT MAIL STOP 2612, AND DOES NOT REQUIRE POSTAGE.

**Part II. To be completed by the evaluator**

The above-mentioned applicant is applying for the study away program designated above. We would appreciate your assessment of the applicant's attributes with which you are familiar. Please return this form to the Global Education Office (GEO) via campus mail or in person.

1. Basis and extent of your acquaintance with the applicant
2. Please indicate the applicant's academic attributes. You may elaborate in the comments section if necessary.

	Excellent	Good	Fair	Poor	No opportunity To observe
Competence in major/specialization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for independent study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to express thoughts in speech/writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3. Please evaluate the applicant's suitability for program participation. You may elaborate in the comments section as necessary.

	Excellent	Good	Fair	Poor	No opportunity To observe
Ability to adapt to new or unstructured circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-reliance/independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please state frankly your opinion of this candidate's chances for success (both academic and non-academic) in a study away program. Keep in mind the following: academic/personal suitability for study abroad; how an international experience may benefit the applicant, both academically and personally; and strengths which you believe the applicant might bring to such an experience. (You are invited to use an additional sheet, if necessary.)

5. Additional comments:

Evaluator's Signature

Date

Print Name

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Position/Title

Telephone Number

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Office Address

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