Letter of Recommendation Guidelines for Faculty

Global Undergraduate Exchange Program

The Global Undergraduate Exchange Program (Global UGRAD) provides scholarships for talented students from around the world to attend U.S. universities and colleges for one semester of undergraduate, non-degree study. The Global UGRAD program, sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs, is supported by the people of the United States. The program is administered through the joint efforts of the U.S. Department of State's Bureau of Educational and Cultural Affairs, the U.S. Embassies, and World Learning.

Your statement will be given considerable importance by the Global UGRAD Selection Committee as well as the American universities and colleges reviewing the student's application, and therefore should be as complete and detailed as possible. Please review and follow these guidelines carefully when writing the letters of recommendation.

Recommendation 1 (Academic Recommendation)

- To be completed by a **University Professor** familiar with the student's work in his or her major field of study.
- Recommendations should not be from family members or friends.

Recommendation 2 (Professional/Personal Recommendation)

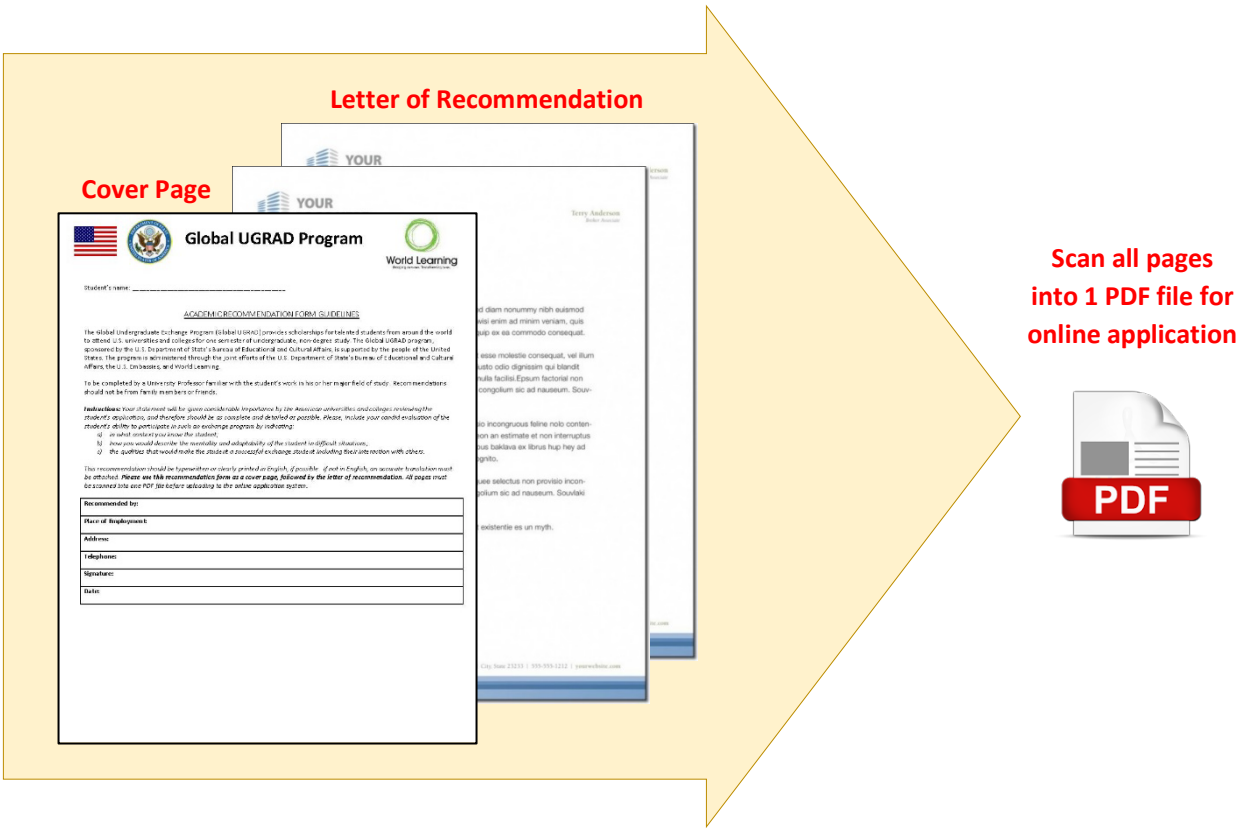
- To be completed by a Professor familiar with the student's work in his or her major field of study, OR from an employer, former exchange program coordinator or host family, coach, or any supervisor or authority familiar with the student's extracurricular activities.
- Recommendations should not be from family members or friends.

Letters of Recommendation Should:

- Provide a context in which you know the applicant and for what length of time.
- Address the student's academic/professional performance and extracurricular engagements **in detail and with examples.** This gives a stronger impression and demonstrates personal knowledge of the student beyond their grade.
- Describe the mentality and adaptability of the student in difficult situations.
- Discuss the student's exceptional qualities/characteristics that would make the student a successful exchange student including their interaction with others.
- Be candid but not negative. We are looking for realistic evaluations of students rather than overly positive hyperbole which may be unfounded or unsupported.

General Guidelines for Recommendation Letters:

- Please use the recommendation form as a cover page, followed by the letter of recommendation.
- Letters should be 1-2 pages single-spaced in length. They should give the sense of the student as an individual and cover all points discussed in the previous section.
- This recommendation should be **typewritten or clearly printed in English**, if possible. If not in English, an accurate translation must be attached.
- The letter must have a handwritten signature.
- The letter is on is on **official letterhead** from your institution (university, organization, etc.)
- The letter is addressed to: "To the Global UGRAD Selection Committee"
- Please to do not staple original documents, and use paper clips instead.
- Please save all pages into 1 PDF file before uploading to the online application system.



Things to Avoid:

1. Using the same comments/texts for multiple students, but only change the name of the students.
2. Providing recommendation in general terms or vague statements without providing examples or specific details.
3. Writing letters of recommendations for students whom you do not know well or are not comfortable to do so.
4. Submitting the recommendation after the deadline. This will automatically disqualify the application.

Letter of Recommendation Guidelines for Students/Applicants

Global Undergraduate Exchange Program

Students are advised to prepare the following documents to the professors or other individuals who will write the letters of recommendation:

- A printout of student's transcript
- Copies of two or three graded work projects or papers that represent the quality of student's work
- A rough draft or outline of student's essays
- A CV or resume, including activities, volunteer, and service experience, etc.
- Guidelines for writing letter of recommendation (this document)
- Clear instructions for submitting the letter
    - Recommendation Forms (as a cover page)
    - Deadline

Students should contact recommenders well in advance (at least 3 weeks), so that they have adequate time for preparation and writing. Periodic follow-ups are highly recommended.