Letter of Recommendation Form

To the applicant: Your application cannot be considered until the NYU Office of Global Programs receives this completed recommendation form. Please fill out the Student Information section (also fill in your name on page 2), and then submit this form to your dean, professor, academic advisor, or other campus official who can serve as a reference.

STUDENT INFORMATION

Name: ___________________________ NYU Program: ___________________________

Current Address: street city/town state zip

Phone: ___________________________ Email: ___________________________

Study Abroad Period: Fall 20___ Spring 20___ Academic Year 20___-20___

Current Home Institution: ___________________________________________

Name of Reference: ___________________________________________

In accordance with the “Family Educational Rights and Privacy Act of 1974”, New York University recognizes that students enrolled in its study abroad programs have the right to inspect and review all materials in their files unless they sign a waiver statement.

Please check one of the following statements and then sign below:

□ I hereby WAIVE my right of access to review this recommendation
□ I DO NOT WAIVE my right of access to review this recommendation

Student Signature ___________________________ Date ___________________________

To the evaluator: Study away can place unusual demands on a student, requiring a greater degree of adaptability and concentration than is required at their home institution. The NYU Global Programs for the above named student will not be complete until we receive this form with your assessment and comments, if any, about the applicant’s attributes and ability to study abroad. Due to application deadlines, your prompt response will be appreciated. Please return this completed form by mail to NYU Office of Global Programs, 110 East 14th Street, Lower Level, New York NY 10003 or as an email attachment to global.admissions@nyu.edu.

How long and in what capacity have you known the applicant? ___________________________

I know the applicant: □ Very well □ Moderately well □ Other: ___________________________

Assessment of Academic and Intellectual Attributes (you may elaborate in the comments section if necessary):

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<th>Competence in major/specialization of study</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not able to assess</th>
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<td>Academic interest and motivation</td>
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<td>Contributes in the classroom</td>
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<td>Ability to express thoughts in speech/writing</td>
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<td>Ability to adapt to new or unfamiliar circumstances</td>
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<td>Ability to relate well with others</td>
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<td>Emotional stability</td>
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<td>Self-reliance</td>
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<td>Open-mindedness</td>
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<td>Integrity</td>
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(Continued)
Letter of Recommendation Form (page 2 of 2)

Student Name: ___________________________ NYU Program: ________________

To the best of your knowledge and understanding of the abilities needed to succeed in a foreign
country, do you recommend this student for study abroad?

☐ Yes  ☐ Yes, with reservations (comments enclosed)  ☐ No

Please make any additional comments below, feel free to attach a separate sheet on letterhead.
In your assessment please comment on the applicant’s qualifications for study abroad,
including her/his strengths and weaknesses, academic/personal suitability for study abroad,
how an international experience may benefit the applicant.

Name:___________________________________________ Title:___________________________________________
(Please print)
Institution Name:__________________________________________________________
Phone:_________________________ Email:____________________________________________
Approver Signature:___________________________________________ Date:__________________________

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