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| Handong Global University | Office of International Affairs Recommendation form for Student Exchange Program | | | |
| **Part a. To be completed by applicant** | | | |
| Applicant’s Full Name: | | | |
| Mailing Address: | | | |
| Home Institution: | | Home Country: | |
| Type: □ Exchange Student Program (ESP) □ Visiting Student Program (VSP) | | | |
| Period of Exchange Study: □ Spring 20 .((Mar-Jun) □ Fall 20 .(Sep-Dec) | | | |
| I waive my right of access to this recommendation written on behalf of my candidacy for admission. | | | |
| Applicant’s Signature: | Date: | | |
| **Part b. to be completed by professor or academic advisor** | | | |
| The above student is applying for Handong Student Exchange Program.  We value your comments and request that you give a candid report so that fair consideration may be given to the applicant.  You may attach a separate letter of recommendation if necessary.  Please complete this form, place it in a University envelope, sign and seal the envelope across the back flap, and send it to the student so that he/she can mail it to us with the other application materials. | | | |
| 1. How well do you know the applicant?  □ By name/sight □ Casually □ Very well-numerous personal contacts | | | |
| 2. What is your opinion regarding the student’s aptitude for academic study?  □ Highly enthusiastic □ Strong □ Moderate □ Hesitant □ Negative □ No opinion | | | |
| 3. What is your opinion of the student’s adaptability to a new environment?  □ Highly enthusiastic □ Strong □ Moderate □ Hesitant □ Negative □ No opinion | | | |
| 4. What is your opinion of the student’s ethical standard and character?  □ Highly enthusiastic □ Strong □ Moderate □ Hesitant □ Negative □ No opinion | | | |
| 5. What is your opinion of the student’s social readiness?  □ Highly enthusiastic □ Strong □ Moderate □ Hesitant □ Negative □ No opinion | | | |
| 6. Do you think the student is qualified to participate in the student abroad program? If yes/no, please explain: | | | |
| 7. Please explain how the overseas exchange program will benefit the student in his/her major field of study. | | | |
| 8. Are there special factors that should be considered in reviewing the student’s application? If yes, please explain: | | | |
| 9. Overall Recommendation  □ Highly enthusiastic □ Strong □ Moderate □ Hesitant □ Negative □ No opinion | | | |
| Recommender’s Name: | | | Institution: |
| Position and Department: | | | |
| Recommender’s Signature: | | Date: | |

Thank you for taking the time to complete this form. Your observations will assist us in our evaluation of the applicant.

*For inquiries, please contact us at:*

Office of International Affairs,

Handong Global University

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