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| Handong Global University | Office of International AffairsRecommendation 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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