

MCMASTER UNIVERSITY STUDENT EXCHANGE PROGRAM

LETTER OF REFERENCE

Student's Name: _____

Student Number: _____

(FOLLOWING PORTION TO BE COMPLETED BY A PROFESSOR OR TEACHING ASSISTANT)

Name of Referee: _____

Position/Title: _____

Telephone: (_____) _____

E-mail: _____

Signature _____

Date: _____

Please give this form to the student in a **sealed envelope** signed across the flap for submission at the time of application, or return it to:

Jenna Levi

Education Abroad Coordinator

International Student Services, GH 110

McMaster University, Hamilton, ON, L8S 4L8

The student named above is applying for a seat in the McMaster Exchange Program or 'MacAbroad'. McMaster sets a **7.0 cumulative GPA** requirement as part of its basic eligibility in order to ensure students find success in their sojourn abroad.

As participants are representatives of both their nation and institution, we are concerned with both academic excellence and personal suitability. The willingness of host institutions to accept future participants may be affected by the student's performance. Your opinion of this student will be of great assistance in the selection process.

Please refer to the following guidelines when writing your Letter of Reference, or feel free to comment as you deem appropriate based on your relationship with the student.

1. How long and in what capacity have you known this student?
2. Please comment, to the best of your ability, on this student in terms of the following:
 - A) Academic suitability for study at another institution
 - B) Personal suitability for participation both academically and personally
 - C) Emotional stability, maturity, weaknesses
 - D) Knowledge in chosen field
 - E) Motivation & seriousness of purpose
 - F) Ability to express thoughts in speech and writing
 - G) Self-reliance
3. Any additional comments you would like to make?

THANK YOU FOR YOUR TIME AND COOPERATION!