

# Letter of Recommendation Guidelines for Recommenders

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## *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.

### **Students may download Recommendation Form from the following sources:**

- Fulbright Thailand's website (<http://www.fulbrightthai.org>); or
- Global UGRAD online application system ([https://webportalapp.com/sp/login/ugrad\\_student\\_application](https://webportalapp.com/sp/login/ugrad_student_application))

## Letters of Recommendation Should:

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- 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:

- 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.
- If you wish to type, please install before typing in the provided recommendation form. You can download the software at <https://get.adobe.com/reader/>.
- If you wish to write, please print out the form and write legibly in the spaces provided.
- The letter must have a handwritten signature.
- If you need more space to write or type, please feel free to add an additional page, preferably on **official letterhead** from your institution (university, organization, etc.), if possible.
- The letter is addressed to: “To the Global UGRAD Selection Committee”
- **Please to do not staple original documents and use paper clips instead.**

The image shows a screenshot of the Global UGRAD Program recommendation form. At the top left, there is a placeholder for a logo labeled "YOUR LOGO HERE". The form header includes the American flag, the U.S. Department of State seal, and the text "Global UGRAD Program" and "World Learning". Below the header, there is a section for "Student's name" and a "GLOBAL RECOMMENDATION FORM GUIDELINES" section. The guidelines text states: "The Global Undergraduate Exchange Program (GUEP) 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 benefits 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. Consulates, and host learning." It also includes instructions: "To be completed by a letter writer familiar with the student's work in his or her major field of study. Recommendation should not be from family or friends." and "Feedback: Your statement will be given considerable importance by the Admission universities and colleges reviewing the student's application, and therefore should be as complete and detailed as possible. Please, include your candid evaluation of the student's ability to participate in such an exchange program by indicating: (1) in what context you know the student, (2) reasons you would describe the necessity and suitability of the student in difficult situations, (3) the qualities that would make the student a successful exchange student including their interaction with others." Below the guidelines, there is a section for "Recommended by:" with fields for "Name of Recommender", "Address", "Telephone", "Signature", and "Date". At the bottom, there is a large blue box with the text "Type/write in in this space." Two callout boxes are present: one on the left labeled "Fill out information" pointing to the form fields, and one on the right labeled "Additional page may be added." pointing to the right edge of the form.

## 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
  - Deadline

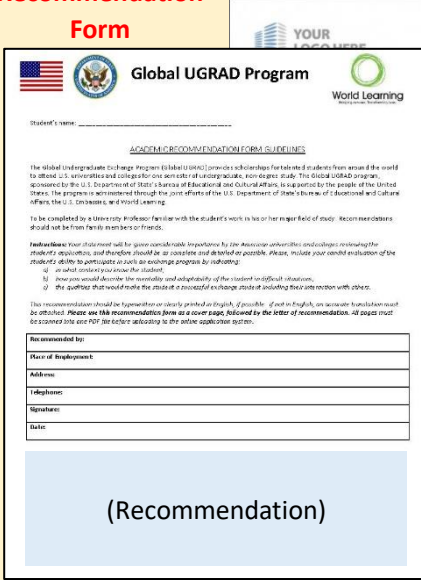
Students should contact recommenders well in advance (at least 3 weeks), so that they have adequate time for preparation and writing. Periodic follow-ups are recommended.

Please to **do not staple** original documents and use paper clips instead.

Students must save all pages into 1 PDF file before uploading to the online application system.

**(Additional page if needed)**

**Recommendation Form**



**(Recommendation)**

**Students scan all pages into 1 PDF file for online application.**

