



Instructions for MIX Letter of Recommendation Form

OVERVIEW:

MIX programs are international exchange programs that can take place over the course of a summer, semester, or full academic year. As an exchange student, participants directly enroll in courses at one of UH Mānoa's many partner institutions abroad and take courses alongside local students.

MIX participants are expected to be independent, adaptable, and highly self-motivated students. MIX normally sends no more than four students to each partner university in any given term and, unlike UHM Study Abroad Center programs, MIX participants are not accompanied by UHM faculty or staff during their program. It can be a challenging experience, especially for students that have never traveled abroad. However, it can also be a very formative experience for students academically, professionally, and/or personally.

TO THE APPLICANT:

1. At the top of the letter of recommendation form, fill in the box completely BEFORE giving this form to your recommender.

TO THE RECOMMENDER:

Thank you for taking the time to complete this letter of recommendation form. These forms are carefully examined by MIX staff and play a fundamental role in the selection of MIX participants. Before you begin filling out the recommendation form please be aware that this form is only to be filled out by academic references.

Recommendations from non-academic sources (i.e. work colleagues, family members, etc.) will not be accepted. If you feel that you have been given this form in error or do not feel qualified to submit a recommendation on behalf of the applicant, please contact the student to let them know. If you choose to attach separate comments on letterhead stationery, please be sure to sign the MIX Letter of Recommendation Form and include it with your supplemental letter.

Upon completion, please email to outbound@hawaii.edu from your UH email address.

Questions can also be directed towards Kathy Tran, Outbound Exchange Advisor at MIX:

Phone: (808) 956-3101

Email: outbound@hawaii.edu



MIX Letter of Recommendation Form

*****This section is to be filled out by the APPLICANT*****

Full Name: _____ UH ID#: _____ UH Email: _____ Major(s): _____ College: _____	MIX Program(s) Applying For (Top 3 Only): 1. _____ 2. _____ 3. _____ Term(s) Abroad: _____
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Waiver of Access to Letter of Recommendation:

Under the Federal Family Education Rights and Privacy Act of 1974 students are given the right to inspect their records, including letters of recommendation. The student may waive his or her right to review this confidential reference form by signing the following statement:

I understand my right under FERPA to inspect letters of recommendation on my behalf. In order to encourage the referee to write with candor, I have elected not to exercise my rights and affirm that I shall not do so in the future. The waiver will remain in effect until I notify the University, in writing, at which time this document will be removed from my file and returned to the referee, or until this recommendation is destroyed.

Applicant's signature: _____ Date: _____

1. How long and in what capacity have you known the applicant? Please include the course(s) in which you've taught him/her.

2. According to the following criteria, how would you rate the applicant?

	<u>Very Weak</u>	<u>Weak</u>	<u>Adequate</u>	<u>Strong</u>	<u>Very Strong</u>	<u>Unable to Judge</u>
Academic ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic interest/motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability/integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability in facing new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence & self-esteem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates well to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open-mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



3. How does the applicant's academic abilities and achievements compare to those of other UH Mānoa students of similar age and experience?

4. Please comment on the applicant's personal qualities, positive and negative, that would bear on his/her ability to adapt to the unusual demands of living and studying abroad on an international exchange program.

5. What contributions do you think an international exchange experience might make to the student's academic, professional, and/or personal development?

6. Additional comments (optional)

7. My overall recommendation of this candidate (please check one):

☐ Strongly recommend ☐ Recommend ☐ Recommend with some reservation ☐ Do not recommend

*****This section is to be filled out by the RECOMMENDER only*****

Name (please print): _____

Title/Position: _____ College/Dept: _____

Phone number: _____ Email: _____

Signature: _____ Date: _____