



Recommendation Form

1. For the Student

Please fill out your contact details before submitting this form to your referee. An appropriate referee would be an academic lecturer or programme director who has taught you within the last two years. Please remember that academics are busy people and to make sure that they have plenty of time to return this form to the Wellington Global Exchange office by the deadline.

Name		Student ID#	
Degree(s)		Major(s)	
Proposed Exchange Institutions			
Exchange Trimester			

2. For the Referee

The student above has applied to participate in Wellington Global Exchange (WGE), which involves fulltime study at an overseas institution in a new social environment. To fully benefit and be prepared for an exchange, a student must be emotionally mature, flexible and able to adapt easily and communicate well with people from different cultural backgrounds. The student should be highly motivated and have qualities that demonstrate they are a good ambassador for Victoria University of Wellington and for Aotearoa/New Zealand.

We appreciate your thoughtful and candid appraisal of the applicant as their application will not be considered until this form has been received at the WGE Office. This form is **confidential**. The applicant will not review the form. The form should be submitted directly to the WGE Office for review (contact details below).

Referee Information

Referee's Name	
Faculty	
Title/Occupation	
Daytime Telephone number	
Email Address	

In what capacity have you known the applicant, and for how long?

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Please give us your appraisal of the applicant in terms of the qualities listed below.

	Poor	Below Average	Average	Above Average	Excellent	N/A
Academic achievement						
Commitment to study						
Communication skills						
Problem solving						
Takes initiative						
Teamwork ability						
Meets deadlines						
Flexibility						
Emotional maturity						

Please make any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful in considering the student's application for exchange. Would this student be a good ambassador for Victoria University of Wellington and Aotearoa/New Zealand?

Overall recommendation:

- I highly recommend this student
- I recommend this student
- I recommend this student with reservation
- I do not recommend this student.

Signature

Date

Please send or email this Recommendation Form to:

Wellington Global Exchange
 Wellington University International
 Easterfield Building, Level 2
 Kelburn Campus
 Email: Student-Exchange@vuw.ac.nz