

**Instructions:**

Students, please ensure to provide the referee with the information to complete section 1 and the academic referee is to complete all sections. Students must submit one academic reference only. It is the student's responsibility to ensure that the reference has been submitted prior to the deadline. To view application deadline, visit [latrobe.edu.au/students/opportunities/exchange/how-exchange-works](http://latrobe.edu.au/students/opportunities/exchange/how-exchange-works)

**Section 1 – Applicant information**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

La Trobe student number: \_\_\_\_\_

**Section 2 – Referee details**

Full name: \_\_\_\_\_ Position or title: \_\_\_\_\_

Department/School: \_\_\_\_\_ College: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

A student exchange is an academically and personally challenging program that expects a student to take advantage of the unique geographic, cultural and academic characteristics of the Host University and/or regions in which they will be living. To succeed, the applicant must have a high degree of academic and personal motivation and the ability to interact with people of different social and cultural backgrounds.

In making decisions on the appropriateness of a student's participation in the LTU Exchange Program, we need to know their motivation, adaptability, academic skills, and those personal qualities that will give students the ability to benefit fully from the experience. We cannot overemphasise the value of your candid appraisal of the applicant's chances for both academic and non-academic success in the LTU Exchange Program by considering both his/her strong and weak points.

**Section 3 – Reference**

How long and in what capacity have you known this student?

\_\_\_\_\_

How well do you know the applicant? (check the most appropriate response)

- Extensive contact in a variety of settings
- Well acquainted in classroom, campus environment or virtually
- Limited contact in classroom, campus environment or virtually
- Other: \_\_\_\_\_

In comparison with other students whom you have known at comparable stages of their education, please rate the applicant in the following areas.

	Excellent	Good	Average	Poor	Unknown
Writing ability					
Ability to express themselves verbally					
Ability to meet deadlines					
Ability to cope with ambiguity					
Ability to cope with unusual situations					
Ability to work with a group of peers					
Class attendance					
Initiative and motivation					
Open-mindedness					
Common sense and good judgement					
Self-confidence					
Independence					

Do you recommend this student for the exchange program?

No  Yes  Yes, with reservation. Please provide an explanation for your answer below.

**Referee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Referee, to save the completed form choose 'Save as' and save a copy with the students name or number as the file name. Then please return this form directly to La Trobe Abroad via email at [studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au).

Please tick this box if this reference is confidential and should not be shared with the student.

Thank you for your time.