

# Caltech Scholars Programs Reference Form

## Official Reference Form for Study Abroad/Away Applicants

Please return by January 25

Send completed reference form and reference letter to

**SAreferences@caltech.edu**



**\* This section to be completed by student \***

**Name of Applicant:** \_\_\_\_\_ **Option:** \_\_\_\_\_

Sophomore  Junior

Please check if transfer or 3-2 student:  Transfer  3-2

**Program(s): Check all that apply**

Cambridge University (Michaelmas - Fall Term)  University College London (Fall Term)

Cambridge University (Lent - Winter Term)  University of Edinburgh (Fall Term)

University of Copenhagen (UCPH) or  DTU (Fall Term)  University of Melbourne (Fall Term)

Ecole Polytechnique (Fall Term)  University of Chicago Study Away (Fall Term)

**This is a CONFIDENTIAL evaluation. I hereby waive my access to this evaluation as per the Family Education Rights and Privacy Act of 1974.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Information for applicant:** Students are required to submit two references. The **first reference** must be from a Caltech professor, instructor, professor or postdoc research supervisor, or the applicant's academic advisor. All first referees must be in the student's primary STEM option. The **second reference** can be from a Caltech professor, instructor, academic advisor, grad TA, university-based research supervisor at Caltech or at another university or national laboratory in the student's primary STEM option or a highly related area. Note the focus of the reference is on your academic ability in the classroom and not on research.

An optional third reference can be submitted only if this referee can discuss academic attributes not covered by the first or second referee and could come from any individual noted above or from an HSS professor, RA, employer, coaches, etc. Note well that the focus of all letters must be the academic ability of the applicant for study abroad and the applicant's preparation to succeed at their host university.

**Name of the reference writer:** \_\_\_\_\_ Reference letter # \_\_\_\_\_

CIT STEM Professor/Instructor/Advisor  Other Faculty \_\_\_\_\_  Other, specify \_\_\_\_\_

Letters may be sent to the FASA Office via campus mail, regular mail, or hand delivered by the letter writer. If the reference is delivered by the student, it must be in a sealed envelope with the letter writer's signature on the seal. Open letters delivered by the student will not be accepted.

**\* This section to be completed by reference writer \***

**Information for recommender:** This reference will be helpful in evaluating the applicant's qualifications for participating in one of Caltech's official study abroad programs. Please reference the applicant's academic and personal qualifications as well as character. Students participating in a study abroad program will take courses in or highly related to their Caltech option. Note that this recommendation is not just for internal selection but will also be forwarded to the university abroad if the student is accepted into the Caltech Scholars Program. Please complete all portions of the form as requested and

include a signed letter. Incomplete evaluations cannot be considered. An electronic version of this form is available at <http://fasa.caltech.edu>. Letters may be sent to the FASA Office via campus mail, regular mail, or you may hand deliver it. If the reference is delivered by the student, it must be in a sealed envelope with your signature on the seal.

**1.) In addition to this form, please attach a Letter of Recommendation commenting on the student's qualifications, both personal and academic, for study abroad.** *This reference will be read by faculty at the study abroad university as well as the Caltech selection committee. Please be sure to sign your letter.*

2.) How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

3.) How does the applicant compare with the better Caltech undergraduates you have taught? Please complete the evaluation chart below. Check the box that best indicates your opinion of the applicant's qualifications. Please compare the applicant with other Caltech undergraduates at a comparable level of education and research experience.

|   | Exceptional | Outstanding | Unusual  | Good     | Above Average | Average or below | Inadequate opportunity to observe |
|---|-------------|-------------|----------|----------|---------------|------------------|-----------------------------------|
|   | Top 5%      | Next 5%     | Next 10% | Next 15% | Next 15%      |                  |                                   |
| 1. Mastery of basic knowledge in student's option                   |             |             |          |          |               |                  |                                   |
| 2. Familiarity with and ability to use laboratory techniques        |             |             |          |          |               |                  |                                   |
| 3. Ability to express self orally and in writing                    |             |             |          |          |               |                  |                                   |
| 4. Originality and imagination in academic work                     |             |             |          |          |               |                  |                                   |
| 5. Capacity for conscientious, hard work                            |             |             |          |          |               |                  |                                   |
| 6. Potential for future growth in science and engineering           |             |             |          |          |               |                  |                                   |
| 7. Ability to get things done independently                         |             |             |          |          |               |                  |                                   |
| 8. Adaptability to new situations                                   |             |             |          |          |               |                  |                                   |
| 9. Reliability  |             |             |          |          |               |                  |                                   |
| 10. Impression applicant will make abroad academically and socially |             |             |          |          |               |                  |                                   |

**5) From my knowledge of this applicant, I am willing to give my:**

**Full Endorsement**

**Qualified Endorsement**

Name (please print) \_\_\_\_\_

Department \_\_\_\_\_

Title /Position \_\_\_\_\_

University (if not Caltech) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mailed copies or hard copies hand delivered to the office will not be accepted this year. Please email both pages of this complete form and your reference letter to [SAreferences@caltech.edu](mailto:SAreferences@caltech.edu)**