STUDY ABROAD SCHOLARSHIP
REFERENCE FORM & GUIDELINES
Meredith College Office of International Programs

PART 1: To be completed by the student.
Students: Once you’ve filled our Part 1, give this form to your faculty reference.

Student Name (First & Last):
Student ID:
Study Abroad Program:
Term Abroad:
Recommender Name:

PART 2: For faculty
Dear faculty and staff,

Thank you for writing a scholarship recommendation letter on behalf of this student. We ask that you follow the guidelines below when crafting your letter of recommendation. You are welcome to include additional information about the applicant that you feel is relevant to her/his scholarship candidacy. Please feel free to contact us if you have any questions. Deadlines are as follows:

October 1 – Spring Programs
February 14 – Summer and Fall Programs

The Office of International Programs
124 Joyner Hall, 919-760-2307
yaroseli@meredith.edu

Scholarship Letter Guidelines & Suggestions

- Scholarship letters can be addressed to the International Programs Committee.
- **Length:** Historically, study abroad scholarship letters have ranged from 4-10 paragraphs.
- **Basic Information:** Share with us how long you have known the applicant and in what capacity.
- **Details:** Please address the following topics concerning the student, including examples if you wish.
  - Academic ability and performance
  - Personal maturity
  - Flexibility
  - Appropriateness as a representative of Meredith College
  - Any additional information you’d like to include
- **Submission:**
  - Please attach this form with your submission.
  - Recommendation letters may be submitted in person directly to the Office of International Programs (124 Joyner Hall) by the faculty or staff member, preferably in a signed and sealed envelope.
  - Or they may be emailed to yaroseli@meredith.edu. Please include the name of the student in the document title.