

Guidelines in writing academic reference letter for prospective exchange students



Flinders
UNIVERSITY

inspiring achievement

To the potential academic referee:

Please be informed of the guidelines on how to write the reference letter requested by prospective exchange students.

References must be written by a University academic staff member such as a lecturer, tutor, course coordinator or supervisor. The letter should be written in the referee's Flinders University personalized letterhead. The reference letter essentially should indicate the applicant's name, student number and the proposed host university.

The reference should provide opinion of the applicant's ability to succeed in the exchange program. To assist with this process you may wish to comment on:

- The context in which you know the applicant
- Their competency in the chosen academic field or language that they wish to study while on exchange
- Their ability to adapt to cultural differences in a new environment
- Their ability to study independently
- Their academic aptitude and motivation
- Their resourcefulness and reliability
- Their maturity and confidence
- Their attitude
- Their open-mindedness

References play an important part in the exchange program application process and are used to endorse the candidate's academic and personal ability to meet the challenges that the exchange program presents. The reference may be used to assist in the allocation of scholarships and gaining nomination to the proposed host university.

The reference letter can be sent to the Learn Without Borders Team of the International Centre either through internal mail or by email at student.exchange@flinders.edu.au or to the student directly to be attached in the application to be submitted.

Thank you for your assistance in this requirement.

Learn Without Borders Team
International Centre
Room B-16 Registry Building Annex
Flinders University
P: +618 8201 2727

