



Brock Student Exchange Program Academic Reference Guide

Students applying for the *Brock Student Exchange Program* are required to submit one academic reference. Since participants usually directly matriculate into their host institutions, and in all cases, serve as representatives of Brock and Canada, Brock International is interested in the applicant's academic and personal suitability for studying abroad. The willingness of partner institutions to accept future participants could be affected by this applicant's performance.

To assist you with your reference letter, you may want to consider some of the following questions:

- How long and in what capacity have you known the applicant?
- How would participation in this program benefit the student, academically and/or personally?
- Do you believe the applicant shows academic and personal suitability for studying abroad?
- What soft-skills has the applicant demonstrated in their courses?
- Are there any factors you are aware of that may affect the student's success while studying overseas?
- Is there linguistic preparation needed, based on the student's selected partner institutions?

Please submit a reference letter on Brock University letterhead, that includes your name, title, office address, and signature. You may submit your reference one of two ways:

- Electronically to exchanges@brocku.ca
- Via university-mail services to Brock International

Please note: Our office will not share references with applicants. However, your reference may be confidentially forwarded to a colleague at a partner institution/organization, in circumstances where the host application requires an academic reference.

Thank you for your support of the *Brock Student Exchange Program*.