

## APPLICATION FOR OUTGOING EXCHANGE

### COMMUNITY INVOLVEMENT/WORK REFERENCE FORM

The student for whom you are filling out this form is applying to go away on exchange. As this is a community involvement and/or work reference, we require the form to be filled out by someone who is not a family member or close personal friend of the student. We greatly appreciate your assistance in completing this process. For more information about KPU's exchange programs please contact [internationalprograms@kpu.ca](mailto:internationalprograms@kpu.ca) or visit [www.kpu.ca/studyabroad](http://www.kpu.ca/studyabroad).

**Deadline:**

Feb 15<sup>th</sup> for Fall  
 Jun 15<sup>th</sup> for Spring  
 Oct 15<sup>th</sup> for Summer

This form can be emailed to [Internationalprograms@kpu.ca](mailto:Internationalprograms@kpu.ca) directly from the referee, or returned by the student in a signed and sealed envelope.

<b>Student Information</b>						
Last Name:			First Name:			
<b>Community Involvement/Work Reference Information</b>						
Referee's Full Name:			Organization/ Company Name:			
Phone Number:	Ext:	Email:				
1. In what capacity have you known this student? (i.e. What is your relationship to the student?)						
2. How long have you known this student						
3. Please indicate your assessment of the student's competence in the following areas in comparison with other employees/volunteers whom you have known at similar stages:						
	Poor	Below Average	Average	Above Average	Outstanding	n/a
Self-motivated						
Articulate						
Perceptive						
Adaptable						
Responsible						
Self-reliant						
Intellectually Curious						
Interpersonal Skills						
Initiative						

Please see next page

## APPLICATION FOR OUTGOING EXCHANGE

### REFERENCE FORM

<b>4. I recommend this student</b>	
In terms of work ethic/ability:	In terms of character:
<input type="checkbox"/> Strongly <input type="checkbox"/> Fairly <input type="checkbox"/> With minor reservation <input type="checkbox"/> I cannot recommend	<input type="checkbox"/> Strongly <input type="checkbox"/> Fairly <input type="checkbox"/> With minor reservation <input type="checkbox"/> I cannot recommend

Please describe in the space below or by attaching a separate page what you know of the applicant's volunteer activities. What community activities did the applicant regularly and consistently participate in (e.g. coaching, working with children, working with volunteer organizations)?

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Please describe in the space below or by attaching a separate page what you know of the applicant's activities in general, including involvement with peers, leadership roles taken, abilities, employment, family obligations, etc.

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**Referee Signature:**

Date:

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<b>FOR OFFICE USE ONLY</b>	
Reference Score:	Evaluator Initials: