

Sunnyvale Sister City Association

Student Exchange Program

Teacher Letter of Recommendation

To the applicant:

Thank you for applying for SSCA's student exchange program! To complete your application, SSCA must receive one Letter of Recommendation from a teacher at the school you currently attend. You should choose a teacher who knows you best. You may want to ask previous homeroom teachers or elective teachers.

As the applicant, it is YOUR responsibility to ensure the teacher is given adequate time to properly complete the Letter and it is YOUR responsibility to verify that SSCA has received the Letter.

SSCA will send you an email confirmation once your application is complete. Thank you again and we look forward to seeing your application!

To the teacher:

Thank you for writing a Letter of Recommendation for this student to participate in the Sunnyvale Sister City Association (SSCA) Student Exchange Program.

About the SSCA Student Exchange Program

Since 2014, the SSCA Student Exchange Program has sent Sunnyvale students from 7th to 12th grade to Japan to visit Tokyo and Sunnyvale's sister city, Iizuka. On this 9-day program, Sunnyvale students will tour Tokyo and Iizuka. This trip is focused on giving participants a unique experience of everyday life in Japan by placing them with an Iizuka host family and attending school in Iizuka. Because our participants are treated as official guests while in Iizuka, SSCA aims to send only the best students to Japan. Your Letter of Recommendation plays a crucial role in our selection process. Please check out our Program [webpage](https://sunnyvalesistercity.org/programs_student.html) for more information (https://sunnyvalesistercity.org/programs_student.html) or contact us at s2i@sunnyvalesistercity.org with any questions.

About the Program Application/Selection Process

The application process for the Student Exchange Program is involved with many steps. To complete an application, SSCA must receive:

- Digital application via Google Forms (including agreement by the applicant to host a Japanese exchange student in March and a link to a two minute self-introduction video)
- Letter of Recommendation from a teacher who knows the candidate
- Initial deposit

After SSCA receives these items, the applicant will have a group interview with other students and SSCA Program staff. This interview is used to evaluate the candidate including their maturity, independence and interest in Japan and the program. After reviewing a candidate's completed application and interview, SSCA program staff select up to 20 students to join the Program. A limited number of candidates who qualify for financial aid are invited to participate with reduced program fees. We have no quotas for gender, age or school.

Letter of Recommendation Instructions

Please email the Letter of Recommendation by September 30. The Letter consists of two parts:

1. Rating section
2. Short Answer section

When you have finished the Letter, please email with the following instructions:

- Please email this Letter of Recommendation directly to s2i@sunnyvalesistercity.org and do not carbon copy the Applicant from your school email address.
- Please put the Applicant's name and "Letter of Recommendation" into the subject line

Final notes:

- The information in the Letter of Recommendation will not be transmitted to anyone outside of the SSCA Student Exchange Program Team.
- SSCA stresses that it is the applicant's responsibility (not the teacher's responsibility) to ensure the teacher is given adequate time to properly complete the Letter and verify that SSCA has received the Letter.

Thank you very much for helping us learn more about your student! If you have any questions, please do not hesitate to reach out to SSCA at s2i@sunnyvalesistercity.org

Rating Section

Please rate this applicant on the following items from 1 to 5 (1 strongly agree, 5 strongly disagree). There are no correct answers to these ratings as we have sent all types of students to Japan with great success. Also, these ratings may help us give context to a student's performance at an interview.

1. The student is introverted

2. The student is independent
3. The student is adaptable
4. The student builds communities around themselves
5. The student is good at following directions
6. The student is punctual
7. The student is interested in Japan

Short Answer Section

Please write a short paragraph (maximum 250 words) about your direct experience with this applicant. In particular, if you marked your student as a 1 or 5 in the Rating Section, we would like to hear your reasons for this rating.