

Letter of Recommendation Guidelines

Purpose for requesting a Letter of Recommendation (LoR)

Part of the candidate selection process includes a brief student interview. However, it is very difficult to learn everything about a candidate in this short time. Thus, we supplement this interview with a Letter of Recommendation from a teacher at the school you attend.

This Letter should be emailed directly to the SSCA (S2i@sunnyvalesistercity.org) and should not be carbon copied to the applicant. This Letter is due by September 30, 2019. As a reminder, it is the applicant's responsibility (not the teacher's responsibility) to let the teacher know the deadline, give the teacher adequate time to properly complete the Letter, and verify that we have received the Letter.

Please give these guidelines to the school teacher who will write your Letter of Recommendation.

To whom it may concern,

Thank you for taking the time to recommend this student for admission to the Sunnyvale Sister City Association (SSCA) Sunnyvale to Iizuka (S2I) student exchange program. This program aims to send friendly, motivated, internationally minded students from Sunnyvale to our sister city of Iizuka in Japan. On this 9-day program, Sunnyvale students will have varying degrees of independence as they tour Tokyo, visit a Japanese school, and stay with a Japanese host family. We want to send the best candidates, so we want to include you, a trusted source who knows the applicant best, in our selection process. The information in the Letter of Recommendation (LoR) will not be transmitted to anyone outside of the SSCA Student Exchange Program Team.

The LoR consists of two parts: Rating section and Short Paragraph section.

When you are finished with this LoR, please email it to (S2i@sunnyvalesistercity.org) with the title "S2I2020 LoR <Name of Applicant>". This Letter should only be sent to the SSCA and not be carbon copied to the applicant.

Rating Section

To better understand this student, please rate this applicant on the following items (1 strongly agree, 5 strongly disagree). There are no correct answers to these ratings. In previous years, we have sent students of all types to Japan will great success.

1. The student prefers to work alone:
2. The student is extroverted:
3. The student is adaptable:
4. The student is a "follower":
5. The student builds communities around him/herself:
6. The student is good at following directions:
7. The student is punctual:

Short Paragraph Section

At the end of this letter, you have the opportunity to write about the applicant. Please write a short paragraph (maximum 500 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.

Thank you again for your time!

SSCA S2I Student Exchange Program Team