

# Recommendation Form

Recommendations **should be completed online** through the invitation link emailed to recommenders when a student requests a recommendation through the online application form. Recommendations should only be provided by mail or email if you are unable to access the online recommendation form.

## For the Student

Prepare this form for each of your recommenders and provide them with a copy when requesting a recommendation from them.

**1) Your Full Name:**

**2) Language Applying for:**

**3) Provide the following information about your recommender below.**

**Full Name:**

**Institution/Organizational Affiliation:**

**Relationship to You:**

**Email Address:**

**Telephone:**

**4) Do you wish to waive any right to examine this letter of recommendation?**

- Yes, I waive any rights to examine this letter of recommendation
- No

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## For the Recommender

Dear recommender,

You have been asked to serve as a reference for a student applying to the Critical Language Scholarship (CLS) Program. The CLS Program is an intensive overseas language and cultural immersion program for American students enrolled at U.S. colleges and universities. The program includes intensive language instruction and structured cultural enrichment experiences designed to promote rapid language gains.

The CLS Program is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA). The goal of ECA is to promote mutual understanding between the people of the United States and people of other countries by means of educational and cultural exchange that assist in the development of peaceful relations. The CLS Program is part of a U.S. government effort to expand dramatically the number of Americans studying and mastering critical foreign languages. Students of diverse disciplines and majors are encouraged to apply. Participants are expected to continue their language study beyond the scholarship period, and later apply their critical language skills in their future professional careers.

## What are we looking for?

Award recipients are selected on the basis of merit, with consideration for:

- Academic record and potential to succeed in a rigorous academic setting;
- Commitment to language learning;
- Connection between target language and career/academic goals;
- Ability to adapt to an intensive program and a challenging cultural environment; and
- Contribution to the CLS Program and program goals.

In the CLS application, students are asked to submit short essays addressing these criteria, including their motivation for applying to the program, their academic and professional goals, and their ability to be successful on a rigorous, group-based overseas program. During the selection process, applications are evaluated based on each student's application as well as the input of two recommenders.

## Recommendation form

**We request that you submit your recommendation through our online form. Only if you are unable to submit an electronic recommendation form, you may mail a paper version, or email us the answers to the questions below.**

Please note that if you choose to submit a paper reference form or email us your responses, **any text that exceeds the specified maximum word limits will not be attached to the application.** Any text that surpasses this limit will be cut out when the form is entered into our application system.

As someone who knows the applicant, we ask that you provide answers to the questions below. When responding to each question, we encourage you to share specific examples that will help provide the selection panel with a better understanding of the applicant's ability to be a successful participant on the CLS Program.

- 1. First and Last Name:**
- 2. Job Title:**
- 3. Institution Name:**
- 4. Email Address:**
- 5. How long have you known the applicant and in what capacity?** (Maximum of 100 words allowed)

You may choose to complete your recommendation as responses to a series of prompts, as follows (recommended), or you may provide a letter of recommendation. If you choose to write a letter, the maximum length we will accept is 800 words total, and we ask that you take care to respond to the questions outlined below, which speak to the criteria that are applied by our selection panelists.

- 6. The CLS Program is an intensive, group-based language and culture program.** This program requires students to study a language intensively in a situation of prolonged interaction with fellow students and to function in a challenging social and cultural environment. **Please comment on the applicant's emotional and social maturity and their ability to cooperate with a group of people.** (Maximum of 200 words allowed)
- 7. The ability to function in an immersive, often ambiguous, cultural climate is very important to a participant's success. Maturity, flexibility and a willingness to engage** with and adapt to a new

environment and culture is critical for every participant on the CLS Program. **Please address the applicant's ability to adapt to new situations and their open-mindedness toward new ideas.** (Maximum of 200 words allowed)

8. CLS Program institutes cover approximately one academic year of university-level language coursework during an eight- to ten-week program. Please comment on the applicant's **overall preparedness for a rigorous academic program**. If you are familiar with the applicant's language-learning abilities, please also comment on the applicant's aptitude for learning a new language. (Maximum of 200 words allowed)
9. What additional **strengths** do you think the applicant will bring to the CLS group? (Maximum of 200 words allowed)
10. Do you have any **concerns** about the applicant's ability to successfully complete the CLS program? (Maximum of 200 words allowed)

### Submit your recommendation online using the link provided via email.

If you are unable to access the online form, you may send this form, along with your completed answers to:

ATTN: CLS Program (Recommendation)  
American Councils for International Education  
1828 L St NW Ste 1200  
Washington DC 20036-5136

**Alternatively**, you may email your responses to: [cls@americancouncils.org](mailto:cls@americancouncils.org)

Forms submitted via mail and email will still be subject to word count limits; text beyond the maximum words allowed will be truncated.

Recommendations must be received no later than **Friday, November 20, 2020**.