

Willamette Study Abroad Programs
Advisor Meeting Form
Due to OIE Friday, 12/4/2009

Please return completed form to the *Office of International Education (OIE) – Matthews Hall*

* Submit a separate form for each major

STUDENT NAME

PROPOSED PROGRAM(S)

STUDENT: SIGN THIS WAIVER (choose YES or NO below) BEFORE GIVING THIS FORM TO YOUR ADVISOR. Contact your advisor(s) AT LEAST three weeks prior to the deadline so you may meet with him/her.

Student waiver statement: In accordance with the Family Educational Rights and Privacy Act of 1974, Willamette University recognizes that applicants of its Study Abroad Programs have the right to access all materials in their files.

"I am aware of my right under the provisions of PL 93-380.513 to inspect recommendations written on my behalf. In order to encourage the authors of these recommendations to write with candor, I have elected not to exercise my rights under the aforesaid statute, and affirm that I shall not do so in the future.

This waiver will remain in effect 1) until I notify, in writing, the Office of International Education, at which time the recommendation will be removed from my file and returned to the author, or 2) until the Office of International Education destroys this recommendation."

I, therefore, WAIVE my access to this recommendation and understand that it will be used for the purpose for which it was prepared.

YES, I waive this right _____ NO, I do not waive this right _____

Signature of applicant

Date

ADVISOR: THE STUDENT MUST SIGN THIS FORM ABOVE BEFORE HAVING YOU COMPLETE IT. The above student has applied for admission to WU study abroad program. She/he should meet with you to give you any pertinent information about the program. Study abroad should support the student's academic goals as much as possible. The International Education Committee needs your verification that the student has thoughtfully considered a semester/year abroad and its possible impact on his/her academic timeline. Although often not possible to completely predict the courses a student may take, your help in assessing the student's sense of how this fits into his/her academic goals is essential. For more space, please use the back of this form or attach a separate page.

1. Please comment on the academic fit of the proposed program(s) to the student's major or academic goals (if no major has been declared).

2. Are there any concerns/comments regarding the student and the study abroad program(s) he/she is pursuing?

Name (please print)

Signature

Title

Department & Phone Number

Did the student give you adequate time to meet with him/her AND to complete this form? _____