

## BEST PRACTICES, online Recommendations for Off Campus Study / Study abroad applications

Need Help? [oeadvising@willamette.edu](mailto:oeadvising@willamette.edu) ; phone 503-375-5493

A “Recommendation” is any item that someone other than the applicant completes for a study abroad application:

- [Faculty Recommendations](#)
- [Language Assessments](#)
- [Academic Advisor Meeting Verification forms](#)
- <https://willamette.edu/offices/oie/abroad/apply/faq-page/index.html> for more information

### **COMPLETING THE FORMS:**

#### **Your Notification**

*You will receive a unique email for each form that needs completion. You need each email to get the unique code for the student and form.* For example, if a student uses you for 2 different items, you will receive 2 emails with a unique access code in the body of each.

#### **Completing multiple items for the same student.**

YES! **Academic Advisor form** and **Faculty Rec** can be done by the same faculty.

YES! **Faculty Rec form** and the **Language Assessment** can be done by the same faculty.

Caution! **Personal Reference** and **Faculty Rec:** In the student’s best interest, it’s better that this is not the same person. Keep in mind:

1. Do you **qualify as a Personal Reference AND Faculty Recommender?**
2. **The Personal Reference will only be contacted IF more input is sought by the Off Campus Study Committee.** It is very unlikely that you will be contacted. If you are contacted and you are also the Faculty Recommender, the student’s application will not be getting any new information to support their application.

**Accessing the ONLINE FORM-** 2 access options as described in your email.

1. Use the **one-step link** in the recommendation email without a login in.
2. **Login to the site** to access all your recommendations. (see section called “How to view....”)

**CAUTION:** You have **59-minutes to complete the form before the site** logs you out.

**Completing the forms:** Once you start, complete it in well under an hour, and make sure you use the SEND button. You will be prompted to confirm you are done and will receive a “Thank You” message on the screen. After a short period of time, the screen will return to the original starting point in case you have more recs to do.

#### **How to view your *PENDING* and *COMPLETED* Recommendations**

You **automatically** have access to your recommendations.

- see your responses on your Completed Recommendations
- see your Pending Recommendations that need your response.

You cannot change any recommendations you’ve already completed but the OIE can make alterations if requested.

#### **Instructions:**

1. Go to the application portal: [global.willamette.edu](http://global.willamette.edu)
2. Choose the "Login/Register" option. Use your WU username and WU password to login.
4. A *Pending Recommendations* or *Completed Recommendations* screen will show. Click on the link you are seeking. If you don’t see that option, click on the “House” icon (your “home”) and click Recommender.

**CONTINUED....** Automatic timeout issues and Precautions against losing work

If you sign in and do not see a specific rec you are looking for: Use the links and code that appear in the email.

**TECHNICAL NOTES:**

**CAUTION: 59-minute maximum** - Security “time out”

- You have **59-minutes to complete the form before the site** logs you out.
- There is **NOT a “Save” option** for work-in-progress. There is no way to recover lost work.
- **If you have the page open but are not working**, a warning may appear at 5 minutes or less. Once you are timed-out, an “inactivity” signed-out message appears.
- **If you have the page open AND are actively working**, there is NO notice that you are approaching or have passed the 59 minutes.
- **What happens:** When you try to Send, you may receive an error or no notice at all and your work will disappear. When you successfully send, you receive a “Thank You” message. TO VERIFY if your item submitted, log-in to see whether it shows in the Completed or in the Pending area. [See How to View...]

**BROWSERS:** If you experience difficulties logging-in or odd behaviors, try another browser.

Technical help: <https://willamette.edu/offices/oie/abroad/apply/tips/index.html>

**PRECAUTIONS to prevent loss of work**

- **Open the form and review before starting it.** Make note of the questions, leave the page, prepare your responses off-line (see PRECOMPOSING), then re-enter the form to copy/paste in your responses.
- **SAVE Copies of your responses as you complete the form:** Regularly copy and paste into a separate Word document the answers you have already completed – just in case you have to re-do it. Or use screen shots.
- **PRECOMPOSING your responses so you can quickly copy/paste them into the form.**  
Some “open-ended” questions include a way to format your answers. You can copy/paste then format your comments or use the “Paste from Word” icon. (Not available in all comments.)