

SPEAC (Summer Programs East Asian Concentration)

Intensive Chinese/Japanese Language Programs

Department of East Asian Languages and Literatures

National East Asian Language Resource Center

East Asian Studies Center

The Ohio State University

Reference Form

TO BE COMPLETED BY APPLICANT

Applicant's Name: _____

The Family Educational and Privacy Act of 1974 opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his/her right to inspect letters of recommendation. Indicate below whether you waive this right. Check one of the boxes.

I waive my right to view this reference.

I do not waive my right.

Date _____ Signature _____

TO BE COMPLETED BY REFEREE

The above individual is applying to SPEAC's intensive language program, a program requiring a serious commitment and the ability to be productive under pressure. Please consider these requirements as you fill out this reference form.

Your Name: _____ Title: _____

Institution: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

1. How long have you known the applicant and in what capacity?

2. Please rate the applicant in the following areas according to the scale below.

	5 (outstanding)	4	3 (average)	2	1(low)	X (unknown)		
Language learning ability			5	4	3	2	1	X
Level of commitment			5	4	3	2	1	X
Discipline for intensive studying			5	4	3	2	1	X
Sensitivity to others			5	4	3	2	1	X
Emotional stability			5	4	3	2	1	X

3. Any additional comments that you can provide about the applicant would be greatly appreciated. If you prefer, you may attach an additional sheet with your comments.

Either return this form to the applicant, in an envelope signed across the seal, or if you prefer, mail it to: SPEAC, The Ohio State University, 100 Hagerty Hall, 1775 College Rd., Columbus, OH 43210

For questions, please contact SPEAC at speac@osu.edu.

Sign below to here to indicate that you have completed the reference form to the best of your knowledge and to acknowledge that you are providing the information to be used by the Ohio State University for admission purposes.

Signature: _____ **Date:** _____