

GUIDELINES FOR LETTERS OF RECOMMENDATION
Fulbright US Student Program
2010-2011 Cycle
Carnegie Mellon University

Thank you for your willingness to write a letter of recommendation for this applicant to the Fulbright US Student Program. Fulbright grants offer the opportunity to conduct research, study, and teach English abroad with the aim to increase mutual understanding and long-term leadership development. The following tips, adapted from the Institute of International Education's Fulbright site, may be useful in constructing your letter. Referees should keep in mind that the applicant will serve as a citizen representing the US, and that personal suitability as well as academic excellence is an important criterion.

Your candidate should provide you with a summary of the proposed project, a personal statement and information concerning the chosen host country.

Please comment on the following, as appropriate:

- Applicant's academic preparation to carry out the proposed project, supported by specific examples
- Feasibility of the applicant's proposed project in terms of resources overseas
- Applicant's ability to carry out his or her proposed project in the time allotted
- Linguistic preparation for the proposed plan
- Applicant's personal resources and ability to adapt to different cultural environments
- In the arts, the candidate's talent and potential for growth
- Any other factors which you believe have a bearing on the candidate's experience overseas

Be sure to include the completed reference/evaluator Form 9 (student should provide or find it online: <http://www.cmu.edu/fso/fulbright>) with the recommendation letter.

Submit a hard copy by **September 17, 2009** to:

Fellowships and Scholarships Office
Attn: Fulbright Advisor
Carnegie Mellon University
5000 Forbes Avenue
Warner Hall 530F
Pittsburgh, PA 15213

In October, the FSO will ask you to upload your recommendation letter directly to the Fulbright Commission (notification and instructions to follow).