How to complete a study abroad recommendation through GoAbroad

1. When a student requests a recommendation from you for their study abroad application through GoAbroad, you will get an email from goabroad@uvm.edu that looks like this:

   Office of International Education - Recommendation Request
   Greetings from UVM Office of International Education.
   This office’s website allows applicants to request online recommendations from faculty members and external users. For your convenience, the recommendation may be completed online through our website.
   A student has requested that you complete this online recommendation as a part of their study abroad application. Please contact the student directly if you have any questions or concerns about this. If you are having trouble completing the recommendation and would like to consult OIE, you can contact us at 802-656-4296 or studyabroad@uvm.edu.
   The following applicant has requested that you complete a recommendation for his or her application to study abroad:

   Applicant: Linda Damon
   Program: University of Western Australia Exchange Program
   Term: Spring, 2021
   To complete this recommendation, go to the link below and enter the following information:
   URL: https://goabroad.uvm.edu/recommenders/
   Recommendation ID: E9D3A2919A5579DB
   Last Name of Applicant: Damon

2. In order to complete the recommendation, please click on the link shown here:

   Applicant: Linda Damon
   Program: University of Western Australia Exchange Program
   Term: Spring, 2021
   To complete this recommendation, go to the link below and enter the following information:
   URL: https://goabroad.uvm.edu/recommenders/
   Recommendation ID: E9D3A2919A5579DB
   Last Name of Applicant: Damon

3. Once you click on that link, you will be brought to this page:
How to complete a study abroad recommendation through GoAbroad

4. Please fill in the Recommendation ID and the Last Name of Applicant as they were written in the email you received (copying and pasting the information into the form is easiest):
   
   URL: https://goabroad.uvm.edu/recommenders/

   Recommendation ID: E9D3A2919A5579DB
   Last Name of Applicant: Damon

5. Then your form should look similar to the one below. Please click the Validate button.

   ![Online Recommendation Submission](image)

6. You will then be taken to the recommendation form. Please complete the questions in this form (example below).

   ![General Information](image)
How to complete a study abroad recommendation through GoAbroad

7. Once you have filled in the recommendation, please click the Send button:

8. You will get a notice like the one below. If you are finished with the form, please click OK.

9. You have completed the recommendation. Thank you!