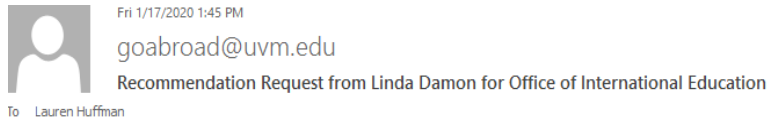


How to complete a study abroad recommendation through GoAbroad

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:

Online Recommendation Submission

Recommendation Request Information:

Recommendation ID:	<input type="text"/>
Last Name of Applicant:	<input type="text"/>

How to complete a study abroad recommendation through GoAbroad

- 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

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

Online Recommendation Submission

Please enter the recommendation ID number and the last name of the applicant that was included in the email that you received requesting that you submit a recommendation. ✕

Recommendation Request Information:

Recommendation ID:	<input type="text" value="E9D3A2919A5579DB"/>
Last Name of Applicant:	<input type="text" value="Damon"/>

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

General Information:

Recommender's Name:	Lauren Huffman
Applicant Name:	Linda Damon
Intended Program of Study:	University of Western Australia Exchange Program
Program Location:	Perth, Australia, Australia/Pacific Islands
Year & term:	Spring, 2021

This applicant waived the right to read or obtain copies of this recommendation.
All information submitted is confidential.

Professor:

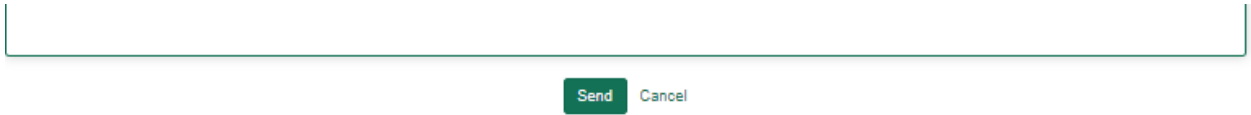
Instructions:
Students, please send this recommendation to a UVM professor who can best speak to your academic readiness to study abroad. Make sure to contact the professor before you send this recommendation, to make sure they are happy to complete it prior to the application deadlines.

(*) Indicates the question is required.

1. Your Name (*)

How to complete a study abroad recommendation through GoAbroad

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

A screenshot of a form submission interface. It shows a large, empty rectangular box with a thin green border, representing the area where a recommendation would be entered. Below the box, there are two buttons: a green button labeled "Send" and a grey button labeled "Cancel".

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

goabroad.uvm.edu says

***** SUBMIT/FINALIZE QUESTIONNAIRE RESPONSES *****

This will finalize your questionnaire responses and submit it to the staff for review. You will not be able to make changes after submitting. Are you sure you wish to continue?

A screenshot of a confirmation dialog box. It contains two buttons: a blue button labeled "OK" and a grey button labeled "Cancel".

9. You have completed the recommendation. Thank you!