

**Recommendations and Student Essay
Berlin Residential Program**

Directions

Two recommendations and the student essay are required for application to the Berlin Residential Program. One recommendation should come from a professor who knows your work well, such as your academic advisor, your professor for foreign language and literature (German professor, if possible), or a professor in your intended major academic discipline. The second recommendation should be written by someone from your home community, such as a high school teacher or counselor, a leader from your religious tradition or a former employer. (This personal recommendation cannot be completed by a relative or domestic partner.) You must fill in certain items on each of the two recommendation forms before delivering or sending them to the referees for completion. Also, provide an envelope and proper postage, addressed to:

**Dr. William Hopkins, Berlin Residential Program
Foreign Languages and Literatures Dept.
Nazareth College of Rochester
4245 East Avenue
Rochester, NY 14618-3790**

(Tel.: 585-389-2359)
(Email: wlhopkin@naz.edu)

The essay is to be written by you, preferably handwritten, in which you explain why you want to study at the Berlin Residential Program. Respond to the questions on the essay form, and add any other information you believe is suitable. Confine your essay to the essay form. You may use the reverse side for additional information. Your essay must be signed by you.

The application for the Berlin Residential Program is considered complete only upon the return of all required documentation, including both recommendations and your essay.

Send **two passport size photos** with your application. Write your name on the reverse side of each photo.

**Letter of Recommendation from a Professor
Berlin Residential Program**

Name of Applicant _____ Study Program: Berlin Res. Progr.
First Name Last Name

I waive ___ do not waive ___ my right to see the contents of this recommendation. For study in Fall 20___

Student signature

Date

The student must complete this section.

To the student: Present this form to the Referee with an envelope stamped and addressed to: **Dr. William Hopkins, Berlin Residential Program, Nazareth College, 4245 East Avenue, Rochester NY 14618.** It is your responsibility to assure that this recommendation reaches Nazareth College by the application deadline date.

To the Referee

This student is applying to engage in study abroad in the program she/he has listed above. How long have you known the candidate? Please comment in your professional and/or personal capacity on this candidate's present skills and interpersonal abilities to successfully complete the program. This candidate would have to adapt to a different cultural environment for an extended period of time without her/his usual cultural supports. Please comment how this person could benefit the program and where she/he may have difficulties. **Continue your recommendation on the back of this sheet if necessary.**

Referee's Name _____
Please print Date

Signature _____

Title _____ Institution _____

Address _____
Tel. (and/or E-mail, optional)

Rev: 9/02

**Personal Letter of Recommendation
Berlin Residential Program**

To be completed by a high school teacher or an adult in your community, not by a relative or domestic partner.

The student must complete this section.

Name of Applicant _____ Study Program: Berlin Res. Progr.
First Name Last Name

I waive ___ do not waive ___ my right to see the contents of this recommendation. For study in Fall 20___

Student signature Date

To the student: Present this form to the Referee with an envelope stamped and addressed to: **Dr. William Hopkins, Berlin Residential Program, Nazareth College, 4245 East Avenue, Rochester NY 14618.** It is your responsibility to assure that this recommendation reaches Nazareth College by the application deadline date.

To the Referee

This student is applying to engage in study abroad in the program she/he has listed above. How long have you known the candidate? Please comment in your professional and/or personal capacity on this candidate's present skills and interpersonal abilities to successfully complete the program. This candidate would have to adapt to a different cultural environment for an extended period of time without her/his usual cultural supports. Please comment how this person could benefit the program and where she/he may have difficulties. **Continue your recommendation on the back of this sheet if necessary.**

Referee's Name _____
Please print Date

Signature _____

Title (if applicable) _____ Profession: _____

Home Address _____
Tel. (and/or E-mail, optional)

Rev: 7/02

Student Essay
Berlin Residential Program

Write an essay (preferably handwritten), explaining your reasons for wanting to study in the **Berlin Residential Program** at *Studienforum Berlin*. How will this experience enhance your education? What do you believe you can contribute to the educational climate of the Program and to the other participants? The essay may continue on the reverse side of this sheet. Your essay must be signed by you.

I _____ agree to abide by the academic and policy guidelines of Nazareth College and Studienforum Berlin and to conduct myself according to the expectations of the Program and the laws of the Federal Republic of Germany.

Signature of Applicant

Date

Rev: 9/02