

**UCSB WASHINGTON CENTER PROGRAM
REQUEST FOR ACADEMIC REFERENCE**

Student Applicant's Name: _____

Telephone Number: _____ email address: _____

The above-named applicant is applying to the UCSB Washington Center Program, a program that combines academic course work with an internship. Admission to the UCSB Washington Center Program is competitive, and your letter of recommendation is very important in helping us make admission decisions.

If this student is admitted to the UCDC Program, copies of your letter will be forwarded to internship agencies to which the student is applying. We have found that reference letters play a significant role in decisions about whether an organization offers students an internship. If you do not want your letter to be shared with the student please let our office know.

Please address the following in your letter:

- How long and in what capacity have you known this student?
- Please provide your opinion of this student's overall academic preparation and aptitude for preparing an in-depth research paper on a policy-related issue.
- Please provide your opinion of this student's personal maturity, work ethic, and his/her workplace or classroom interactions based on your direct observation.
- Please comment on the applicant's specific academic and/or professional knowledge/skills/abilities (i.e. background in their specific discipline, motivation to learn, intellectual capacity, communication skills, etc.) that may help or hinder his/her success in an internship and the UCDC Program.
- Please comment on the applicant's personal attributes (i.e. maturity, adaptability, problem solving skills, etc.) that may help or hinder his/her success in this program.
- How does this student compare to other students you have worked with in a similar capacity?

Your letter should be addressed *on letterhead* to: Selection Committee, UCSB Washington Center. **Send your letter electronically as a PDF *on letterhead***, to the UCSB UCDC Office at ucdc@Ltsc.ucsb.edu.

Your letter must be received by _____

If you have any questions, please contact the UCDC staff at ext. 3090 or ucdc@Ltsc.ucsb.edu