Request for Letter of Recommendation

An interdepartmental faculty committee will select fellowship recipients based on established guidelines appropriate to the specific fellowship. Most fellowships require applicants to have completed all qualifying exams and be engaged in dissertation research or write-up. Applicants are responsible for ensuring they fulfill all eligibility requirements.

Recommendation letters should include the following information whenever possible:

1. Applicant name and fellowship title to which applicant is applying

2. Faculty relationship to the applicant
   Example: Faculty advisor, dissertation committee member, or other.

3. Length of time you have known the applicant
   Include references if s/he has done work with you that would indicate an ability to undertake independent research. Specific examples would be helpful.

4. Your opinion of the applicant’s dissertation topic and/or academic goals for the proposal period
   How does it relate to other work done on the general subject? How does the applicant’s research differ from previous work on the topic or general subject? What new insights may be obtained by this approach, which would be of value to the scholarly field as a whole?

5. Your opinion of the applicant’s preparation for research, travel or general academic goals for the proposal period
   Has preliminary contact been made with appropriate organizations or scholars in the field? Has specialized language training been obtained? Have problems that may arise in the field due to local sensitivity been researched? Has the applicant determined the state of the local archives and outside accessibility to them?

6. Your opinion of the applicant’s general abilities, strengths, and weaknesses in relation to the requirements of the proposed research
   Can the applicant accomplish his/her goals in light of these requirements?

7. Your overall rating of the student as compared to others you have known and worked with at Stanford.
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Under the Family Educational Rights and Privacy Act, students may waive or not waive their right to inspect recommendations, such as the one you are being asked to submit. The student’s signature below indicates his/her choice concerning this waiver option.

Applicant name and department: ________________________________________________________________

Applicant e-mail: ________________________________________________________________

Recommender name and department: ________________________________________________________________

Recommender e-mail: ________________________________________________________________

Check ONE of the following:

☐ Dissertation Research Fellowship in Japanese Studies    ☐ George P. Shultz Fund for Canadian Studies

☐ Dissertation Research Fellowship in Chinese Studies    ☐ Larry Yung Fellowships

☐ I request a CONFIDENTIAL recommendation and hereby waive my right to inspect it.

☐ I request an OPEN recommendation and reserve the right to inspect it.

________________________________________  __________________________
Applicant name and signature                Date

Recommendation letters can be submitted by any of the following methods (please copy and paste item 1 or 2 into your browser):

1. Uploaded online at: http://web.stanford.edu/dept/fsistanford/recommendationLetter.fb

2. Send as attachment to an email: fsi-fellowships@lists.stanford.edu

3. Send as an attachment to: esteeg@stanford.edu

Freeman Spogli Institute for International Studies Fellowship Request for Letter of Recommendation