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A "Recommendation" is any item that someone other than the applicant completes for a study abroad application:  
Faculty Recommendations

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<https://willamette.edu/offices/oie/abroad/apply/faq-page/index.html> for more information

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*You will receive a unique email for each form that needs completion. You need each email to get the unique code for the student and form. For example, if a student uses you for 2 different items, you will receive 2 emails with a unique access code in the body of each.*

YES! and can be done by the same faculty.  
YES! and the can be done by the same faculty.  
Caution! and : In the student's best interest, it's better that this is not the same person. Keep in mind:

Do you  
2.

. It is very unlikely that you will be contacted. If you are contacted and you are also the Faculty Recommender, the student's application will not be getting any new information to support their application.

Use the 2 access options as described in your email.  
in the recommendation email without a login in.  
to access all your recommendations. (see section called "How to view....")

You have logs you out.

Once you start, complete it in well under an hour, and make sure you use the SEND button. You will be prompted to your recommendations.

see your responses on your Completed Recommendations  
see your Pending Recommendations that need your response.

You cannot change any recommendations you've already completed but the OIE can make alterations if requested.

1. Go to the application portal: [global.willamette.edu](http://global.willamette.edu)

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2. Choose the "Login/Register" option. Use your WU username and WU password to login.

4. A *Pending Recommendations* or *Completed Recommendations* screen will show. Click on the link you are seeking. If you don't see that option, click on the "House" icon (your "home") and click Recommender.

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If you sign in and do not see a specific rec you are looking for: Use the links and code that appear in the email.

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### Security "time out"

You have been logged out.  
There is no way to recover lost work.  
A warning may appear at 5 minutes or less. Once you are timed-out, an "inactivity" signed-out message appears.  
There is NO notice that you are approaching or have passed the 59 minutes.

When you try to Send, you may receive an error or no notice at all and your work will disappear. When you successfully send, you receive a "Thank You" message. TO VERIFY if your item submitted, log-in to see whether it shows in the Completed or in the Pending area. [See How to View...]