

PROFESSIONAL REFERENCE LETTER REQUEST

Please provide two letters of reference along with your application.



APPLICANT INFORMATION *(to be completed by applicant)*

Last Name

First Name

Full Name of Referee (must be Professional-level)

Applicant's Signature

Date

REFEREE INFORMATION *(to be completed by referee)*

The applicant named above is applying for the American Professional eXchange Association (APXA). The applicant above has named you as a reference for participating in the APXA program. Note that APXA will contact you to further discuss your responses to the questions below. (Note: your responses will not be released to the applicant.)

Since participants usually directly matriculate into their host locations, APXA is concerned with the applicant's professional and personal suitability for participating in the program (for both Visiting and Hosting). The willingness of hosts to accept future participants will be affected by this applicant's performance. References must be written in English.

Answer the following questions on a separate sheet. Include your name, title, office address, e-mail address, and signature. **Please send this form along with your reference letter to the APXA Coordinator listed below.**

1. What year did you meet the applicant?
2. What is your professional relationship (e.g. supervisor/manager, client, business partner, student)?
3. Please comment specifically on the applicant in terms of the following:
 - a. Academic proficiency for visit as a professional abroad;
 - b. Any matters that should be brought to APXA's attention regarding the applicant's participation;
 - c. Proficiency in English - written and spoken
4. The applicant will be expected to act as host for a future visit, accommodating a visiting professional without charge for room and board. Please comment on any issues with the individual assuming those responsibilities.

Submit to APXA Coordinator:

Dr. Navin Shah
4404 Queensbury Rd., Suite 240
Riverdale, Maryland 20737 USA
service@apxamembers.com

Purpose of Your Visit Statement

(update 4 of 6)

Note, this page will not be included in the final deliverables.
Each form will be a separate .pdf. This page is for the purpose
of separating the forms for reviewing purposes only.