Completing the Recommendation to Study Abroad
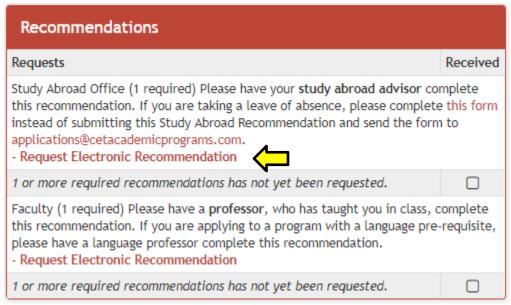
Contents
Click a section name to navigate
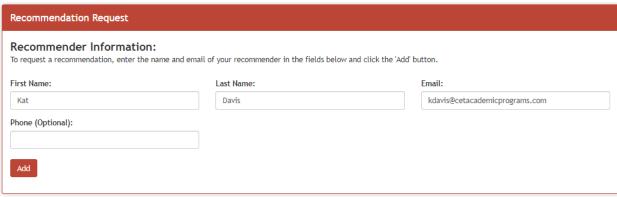
How Students Submit Recommendation Requests

1. As part of their CET application, students must request an electronic recommendation from their study abroad advisor (or the appropriate contact at their institution).

2. After clicking "Request Electronic Recommendation", the student enters the name and email address of the appropriate contact. A phone number may also be entered.

Recommendation Request

Recommender Information:
To request a recommendation, enter the name and email of your recommender in the fields below and click the 'Add' button.

First Name:
Kat

Last Name:
Davis

Email:
kdavis@cetacademicprograms.com

Phone (Optional):

Add

3. After clicking "Add", the student makes a selection regarding their right to read/obtain copies of the recommendation.

I waive any right I may have to read or obtain copies of the recommendation which I am requesting ● Yes ○ No

Save   Cancel

4. After the student clicks "Save", an email is automatically generated and sent to the email address of the requested recommender.

Receiving a Recommendation Request Email

1. After a student submits an electronic recommendation request, the advisor receives an email similar to the example below. If you have received a recommendation request in error, please notify the CET Campus Relations Manager for your institution or contact CET at cet@cetacademicprograms.com.
2. The email provides two options for submitting a recommendation. Option 1 is best for recommenders who rarely submit recommendations for CET applicants. Option 2 is best for recommenders who frequently work with CET students and may receive multiple recommendation requests. A sample of the email is provided below.

CET - Recommendation Request

The following student is applying to study abroad on a CET program. This recommendation is a required part of their application, and they are requesting you complete it. If you are unable to do so, please communicate that directly with the student.

> Student: Katherine Davis
> Program: CET Jordan: Intensive Language
> Semester: Spring,2020

There are two ways for you to access this application material:

Option 1:

Click the link below and enter the Recommendation ID and Student's Last Name
URL: https://cet.studioabroad.com/recommenders/
Recommendation ID: 8FA45A815C248DF8
Last Name of Student: Davis

Option 2:
Log into CET's TDS. Please use your existing log in credentials, or if you are a new user to our system, use the link and credentials provided below:

To log in, click on this URL and enter the username and temporary password provided:
https://cet.studioabroad.com/index.cfm?FuseAction=Security.Login

> User name: katherine.davis2@g.austincc.edu
> Password: Printer4249coDE

Please note that temporary log in information is only valid for 1 day(s). If you do not log in within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Note: Choosing this option – to log into CET's TDS – will allow you to view all of your pending recommendation requests and see the requests that you have already completed. We recommend this option if you have multiple students applying to CET programs.

This message was generated automatically.

Submitting a Recommendation: Option 1

Recommended for advisors who rarely advise CET students or prefer not to create a permanent login

1. If you choose option 1, click the URL provided.

Option 1:

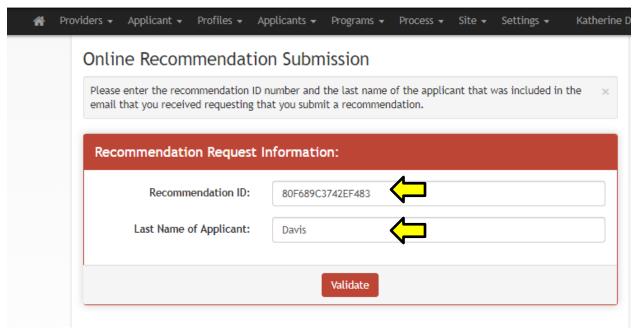Click the link below and enter the Recommendation ID and Student's Last Name
URL: https://cet.studioabroad.com/recommenders/
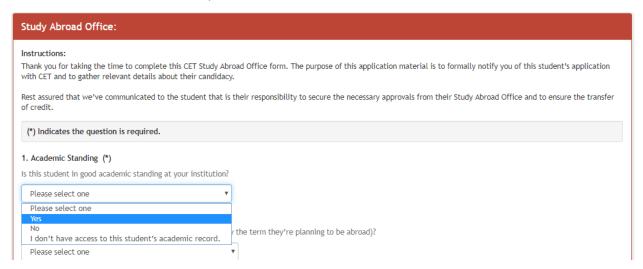Recommendation ID: 80F689C3742EF483
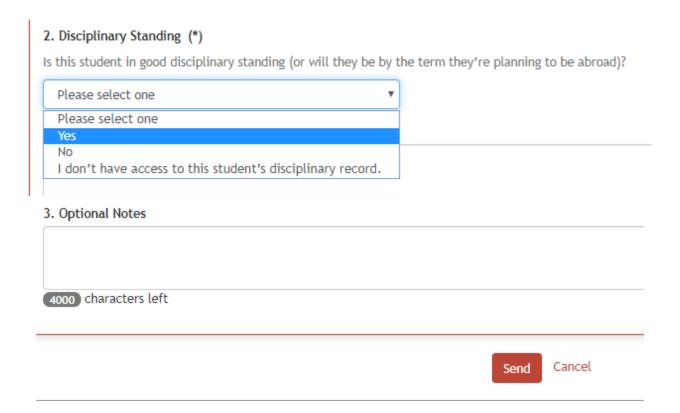Last Name of Student: Davis

2. Copy and paste the Recommendation ID from the email message and the student's last name into the recommendation submission page. Click Validate.

Online Recommendation Submission

Please enter the recommendation ID number and the last name of the applicant that was included in the email that you received requesting that you submit a recommendation.

Recommendation Request Information:

Recommendation ID: 80F689C3742EF483

Last Name of Applicant: Davis

Validate

3. The recommendation form has 2 questions and section for Optional Notes. Select your responses and include any additional context. Click "Send" when the form is complete. The student's recommendation to study abroad from their home institution is now considered complete.

Study Abroad Office:

Instructions:

Thank you for taking the time to complete this CET Study Abroad Office form. The purpose of this application material is to formally notify you of this student's application with CET and to gather relevant details about their candidacy.

Rest assured that we've communicated to the student that is their responsibility to secure the necessary approvals from their Study Abroad Office and to ensure the transfer of credit.

(*) Indicates the question is required.

1. Academic Standing (*)

Is this student in good academic standing at your institution?

Please select one
Please select one
Yes
No
I don't have access to this student's academic record.

the term they're planning to be abroad)?

Please select one

2. Disciplinary Standing (*)

Is this student in good disciplinary standing (or will they be by the term they're planning to be abroad)?

Please select one ▼
Please select one
Yes
No
I don't have access to this student's disciplinary record.

3. Optional Notes

[   ]

4000 characters left

[Send] Cancel

Submitting a Recommendation: Option 2

Recommended for advisors who frequently advise CET students or prefer to create a permanent login

1. If you choose option 2, click the URL. The email contains temporary login credentials which expire 24 hours after the message is sent. If you would like to use option 2 after 24 hours, please contact your CET Campus Relations Manager contact or cet@cetacademicprograms.com. They can help provide updated temporary credentials.

Option 2:
Log into CET's TDS. Please use your existing log in credentials, or if you are a new user to our system, use the link and credentials provided below:

To log in, click on this URL and enter the username and temporary password provided:
https://cet.studioabroad.com/index.cfm?FuseAction=Security.Login

User name: katherine.davis2@g.austincc.edu
Password: Printer4249coDE

Please note that temporary log in information is only valid for 1 day(s). If you do not log in within 1 day(s) of receiving this message, you will be asked to request a new temporary password.

Note: Choosing this option – to log into CET's TDS – will allow you to view all of your pending recommendation requests and see the requests that you have already completed. We recommend this option if you have multiple students applying to CET programs.

2. Select "I have login credentials to this site that I received by email".

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.   ×

Please indicate how you will be logging in:

○ I have a CET username and password.
◉ I have login credentials to this site that I received by email.
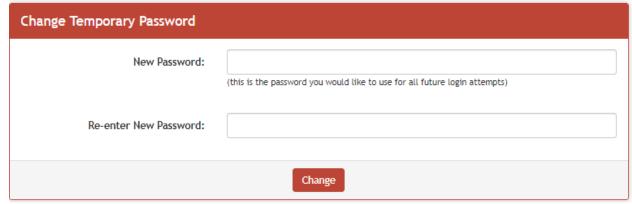○ I do not have login credentials to this site.

Submit

3. Enter the user name and temporary password as listed in the email you received. In the email, they are located in the gray/blue box below the link to log in.
4. The next two screens will ask you to enter security questions and a password. This will be your permanent login information to access and record recommendations for CET applicants.

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password   ×
reset issued to your email address. Please select three questions and answers to be presented to you upon a password reset
request.

Select Password Reset Security Questions

| Question #1: | Select One: ▾ |
| Correct Response: | |

| Question #2: | Select One: ▾ |
| Correct Response: | |

| Question #3: | Select One: ▾ |
| Correct Response: | |

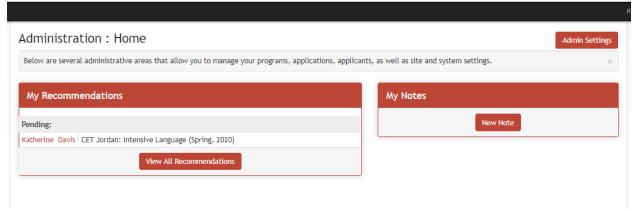**Update**

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

This new permanent password will be valid for 180 days - after which, you will need to reset the password and create a new one.

Change Temporary Password

New Password:

(this is the password you would like to use for all future login attempts)
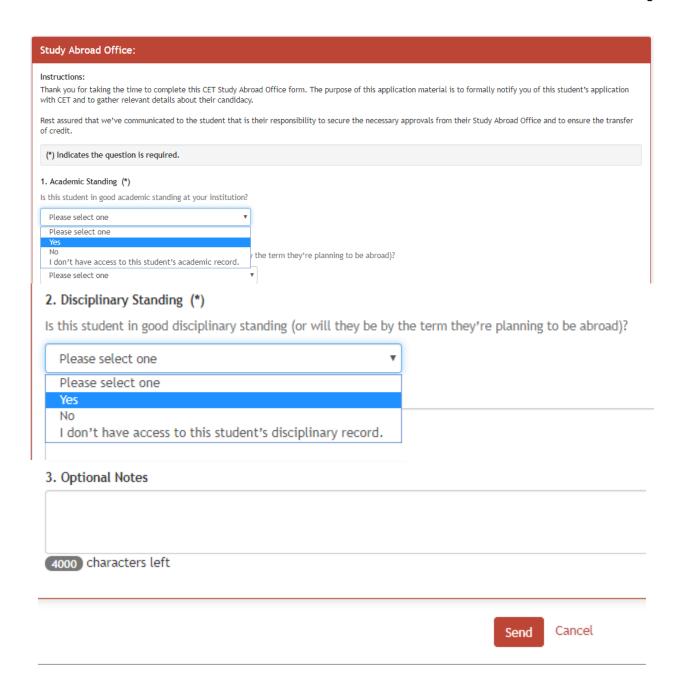
Re-enter New Password:

[Change]

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5. After entering your permanent password, you will be taken to the Administration Homepage. Click "View all recommendations". You can see any completed recommendations you have entered as well as pending recommendations.

CET ACADEMIC PROGRAMS

Administration : Home   [Admin Settings]

Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings.   ✕

My Recommendations	**My Notes**
Pending:	[New Note]
Katherine Davis CET Jordan: Intensive Language (Spring, 2020)	
[View All Recommendations]	

6. To complete a pending recommendation, click the student's name. The recommendation form has 2 questions and a section for Optional Notes. Select your responses and include any additional context. Click "Send" when the form is complete. The student's recommendation to study abroad from their home institution is now considered complete.

Study Abroad Office:

Instructions:

Thank you for taking the time to complete this CET Study Abroad Office form. The purpose of this application material is to formally notify you of this student's application with CET and to gather relevant details about their candidacy.

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(*) Indicates the question is required.

1. Academic Standing (*)

Is this student in good academic standing at your institution?

Please select one ▼
Please select one
Yes
No
I don't have access to this student's academic record.

the term they're planning to be abroad)?

Please select one ▼

2. Disciplinary Standing (*)

Is this student in good disciplinary standing (or will they be by the term they're planning to be abroad)?

Please select one ▼
Please select one
Yes
No
I don't have access to this student's disciplinary record.

3. Optional Notes

4000 characters left

Send   Cancel

Logging in for Future Recommendations

1. When a student submits a recommendation request before you create permanent login credentials, the email provides temporary login credentials (under Option 2). After you follow the steps for Option 2 and have created your credentials, subsequent email requests will only provide a link. Click the link to log in.

Option 2:

Log into CET's TDS. Please use your existing log in credentials, or if you are a new user to our system, use the link and credentials provided below:

To login, use your existing secure campus login information with the link provided below:
https://cet.studioabroad.com/index.cfm?FuseAction=Security.Login

Note: Choosing this option – to log into CET's TDS – will allow you to view all of your pending recommendation requests and see the requests that you have already completed. We recommend this option if you have multiple students applying to CET programs.

2. Choose "I have a CET username and password". Enter your credentials on the next screen. Your username is your email address. Use the password you created previously.

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.   ×
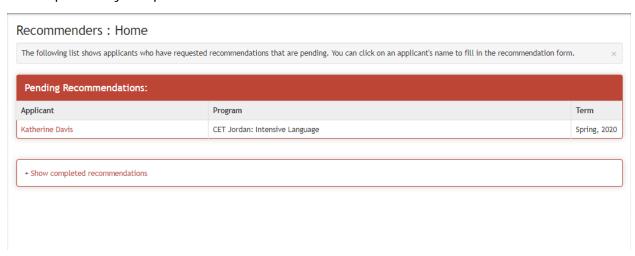
Please indicate how you will be logging in:

- ◉ I have a CET username and password.
- ◯ I have login credentials to this site that I received by email.
- ◯ I do not have login credentials to this site.

Submit

3. After logging in, you can complete any pending recommendations and view a list of previously completed recommendations.

Recommenders : Home

The following list shows applicants who have requested recommendations that are pending. You can click on an applicant's name to fill in the recommendation form.   ×

Pending Recommendations:

Applicant	Program	Term
Katherine Davis	CET Jordan: Intensive Language	Spring, 2020

+ Show completed recommendations

Applicant Signature Form: Home Institution Policies

In addition to the recommendation from a study abroad advisor, applicants are also required to confirm they have read and understood the following policy:

I am expected to be knowledgeable of, and abide by, the study abroad policies of my home institution, including academic and student conduct policies. It is my responsibility to secure approval to study abroad as necessary, have courses evaluated for credit, and maintain enrollment in the required number of credit hours abroad, as mandated by my home institution.

I understand that CET and my home institution require me to remain in good academic and disciplinary standing prior to studying abroad, and it is my responsibility to report any academic or disciplinary issues to CET should they arise. If my home institution determines that I am ineligible to study abroad, due to academic or disciplinary issues, after I have committed to the program, I will be responsible for withdrawal fees as outlined in the CET Conditions and Terms.