**LETTER OF RECOMMENDATION**

**PART I: TO BE COMPLETED BY THE APPLICANT**

Prefix: \_\_\_\_\_\_ First Name: \_\_ \_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_ \_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_ \_\_\_\_\_\_\_\_\_\_\_

City: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II: TO BE COMPLETED BY THE RECOMMENDER**

Recommenders are requested to write a statement on the space provided on the reverse side of this form and to return it to the Programme Coordinator using the address at the top of this page. Precision in setting out the candidate’s strong and weak points would be more helpful than broad-brush statements. Information in this letter will be kept confidential.

Please rate the applicants in comparison with others of their age and position whom you have known within the past five years. If possible, please indicate here the number of students or employees with whom you are comparing them with: \_\_ \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outstanding (top 3%)** | **Excellent (top 10%)** | **Very good (top 25%)** | **Good**  **(top 40%)** | **Average** | **Below average** | **No basis for judgement** |
| **Academic Performance** |  |  |  |  |  |  |  |
| **Intellectual Ability** |  |  |  |  |  |  |  |
| **Motivation** |  |  |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |  |  |

**For how long have you known the applicant?** \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In what capacity?**

** Undergraduate  Graduate  Research Assistant  Teaching Assistant**

** Employee  Other (please indicate)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How would you rate the applicant in comparison with others that you may have recommended to our program?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Printed name*** \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Institution*** \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Position within the institution*** \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Address***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Date***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*To whom it may concern,*