Enclosure to the application for Swedish Institute Scholarships for Global Professionals for master level studies in Sweden starting the academic year 2024/2025.

LETTER OF REFERENCE FORM (Instructions)

The referee is expected to state an opinion of the applicant from a professional perspective, on behalf of the referred organisation, and will thereby provide an important supplement to the letter of motivation and the curriculum vitae for your scholarship application.

To be eligible for [SI Scholarships for Global Professionals (SISGP)](https://si.se/en/apply/scholarships/swedish-institute-scholarships-for-global-professionals/), you must provide two different letters of reference. At least one letter of reference must be based on your work experience. The second letter of reference can be based on your work as well but can also be an academic reference based on your studies at university. However, it will be a merit if the second letter of reference is based on your involvement in networks or civil society organisations outside of your regular work.

**Who can fill out the letter of reference?**

The referee should be someone who knows you in a professional rather than private manner. It does not have to be your direct manager. For instance, it can be the HR manager, or the head of the organisation, as long as the person can comment on your work on behalf of your employer.

If you work in a family business, if you are the owner of a business, or if you do freelance work, we can accept a signature from a client or a staff who works at your company who is **not** your family member. Clients should be companies/organisations (i.e. not private individuals) and are only allowed to certify the working hours that you have worked for them. The stamp should be the official stamp of the company/organisation.

If you do freelance work, you may also ask an employee at the professional association or agency where you are registered as a freelancer or receive assignments from to be your referee and to sign and stamp the letter of reference.

Examples of who cannot be used as a referee are:

* Co-workers
* Family members/relatives/partners/friends
* Individuals who demand compensation (money, goods, favours, services or other means) from you in order to give you a statement of reference

**Requirement**

The letter of reference must be completed in English or alternatively translated by a notary public with the notary’s official stamp. The original letter of reference or the English translation should not exceed two pages (excluding the instruction page). **Any additional page(s) will be disregarded.** To be valid, the letter must be completed, dated, signed by the referee, and stamped by the referred company/organisation/university at which you worked or studied and which the referee represents. The stamp can be in any language as long as it is the official stamp of the referring organisation.

If your referee has changed job and is unable to represent your former or current employer, we recommend that you find another referee who still works at the company/organisation and is able to comment on your work performance.

If your employer does not have any stamp, we recommend that you provide a letter of reference based on your experience at another organisation. If you are not able to get a traditional stamp for your reference letter you could explore the possibility to sign the document with a digital signature or stamp. However, please note that a traditional stamp is preferred.

If it is the only work experience you have, we may accept an official stamp of a notary office. However, your referee still needs to fill in the template and sign it **on behalf of your employer**. The notary public needs to certify in English that the referee is authorised to represent the referred organisation and to write the letter of reference for you.

**Submission**

You must merge the two letters of reference into one PDF document before submission. Do not include the instruction in the file. Please present the letter based on your work experience first. If both of your letters are based on your work, please sort them in reverse chronological order. If any letter is not written in English by your referee, you should present the translation from the notary office directly after the original letter in the same PDF document. **Kindly note that when the letter of reference stretches to two pages, the referee’s signature and the official stamp of the referring organisation or notary office are required at the bottom of both pages.**

**Authenticity**

SI will carry out random checks on the applications and applicants to scrutinise any false or misleading information, including fabricated documentation. Should any false information be found, the applicant will be automatically disqualified and barred from applying for any SI scholarship programme in the future. Any false information discovered during the scholarship period will cause a termination of the scholarship. The scholarship holder will then have to refund the full scholarship amount to SI.

**Do you have any questions?**

Please read the instruction above thoroughly. SI cannot make any exceptions. If you have more questions, please make sure to read through the [information about SISGP](https://si.se/en/apply/scholarships/swedish-institute-scholarships-for-global-professionals/) as well as the [FAQ](https://si.se/en/apply/faq-scholarships-on-masters-level/).

Enclosure to the application for Swedish Institute Scholarships for Global Professionals for master’s level studies in Sweden starting in the academic year 2024/2025

*The form must be completed in English. Additional pages will not be considered. Referees must sign and stamp the forms with the official organisation stamp, then convert them to PDF format.*

LETTER OF REFERENCE FORM (Two pages maximum including this page)

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| FIRST NAME(S) of applicant (as written in the passport) | AKEEM |
| SURNAME(S) of applicant (as written in the passport) | ADAMS |
| DATE OF BIRTH of applicant (YYYY-MM-DD) | 1992-01-23 |
| CITIZENSHIP of applicant | NIGERIAN |

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| --- | --- |
| FULL NAME of referee | HAMISA RIZGALLAH |
| ORGANISATION/UNIVERSITY that the referee represents and the applicant works/worked or studies/studied at | ENGINEERING FOR CHANGE LLC |
| TITLE/POSITION of referee at the referring organisation/university | PROJECT MANAGER- EXPERT FELLOW |
| E-MAIL ADDRESS of referee (preferably work e-mail) | hamisa.rizgallah@gmail.com |
| TELEPHONE NUMBER of referee (with country code) | +254711550687 |

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| --- | --- |
| What is the letter of reference based on: | The applicants fellowship with Engineering For Change (E4C) |
| In what capacity do you know the applicant | I was his immediate supervisor |
| How long has the applicant been working/studying with you at your organisation/university? Please specify number of hours. | He worked for 25hr/week for 5 months |

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| --- |
| In your view, how would an SI scholarship for master’s studies in Sweden enhance the applicant's capacity for professional and academic growth? Akeem is a very solution oriented individual and the SI scholarship will give him the necessary stepping stone to advance his education and build on his already exceptional skills. He is very hardworking and determined and not only will he gain a lot from a cutting edge curriculum offered in Sweden, but he will also be able to offer inspiration to others back in his home country. |
| Briefly comment on the applicant’s capacity to contribute to and/or drive social changes in his/her context.  I met Akeem during his interview for joining the E4C fellowship and I was immediately impressed by his eloquence and his desire to transform his community through community centered engineering projects. Of note was how meticulous and diligent he was with the projects he had undertaken and this cemented the decision to onboard him in the fellowship. Additionally, the work he had done in the rural electrification project in Nigeria gave him a unique perspective on the energy disparity in Nigeria and this invaluable insight was an asset to the energy project he had interviewed for. I was his immediate supervisor in the collaboration project he undertook between Engineering for Change and Okra Solar Pty, where he cost engineered and designed the MPV for the okra mesh grid. He was always punctual with his work and responded positively to feedback. The work he did was greatly valued by Okra Solar Pty that they offered him an extended contract to help them work on the mesh grid after the fellowship period had elapsed. |
| Assess the applicant's leadership potential and their ability to contribute to societal development through qualities like networking, determination, analytical and critical thinking, and communication. Please a give a concrete example.  While working on the project with Okra Solar Pty, one of the key objectives was to cost engineer the product to ensure its affordability to the consumer and Akeem ensured that this was delivered on. During one of the meetings, it was suggested to have the MVP manufactured in Nigeria since it was to be deployed there and this would help reduce any shipping related costs if it were manufactured elsewhere. However, Akeem went ahead and did his research through his various networks and followed up on this matter with a cost benefit analysis on why the production should happen in China and assembly in Nigeria. This task was his own initiative that helped reduce the cost of the mesh grid even further ensuring that when it deployed, the consumer would be able to have access to affordable clean energy. |
| Additional remarks (optional)  I believe Akeem is an excellent candidate for this scholarship and it will greatly help pave his way to utilize his skills not just for the betterment of his community but the world at large. |

I hereby declare that I wrote the letter of reference on behalf of the referring organisation. The information I provide is based on facts and my observations about the applicant’s qualities and performance.

***Date and place (city, country) Signature of referee Official stamp of the referred organization***

***29/01/2024*** 