

LETTER OF RECOMMENDATION

Why do Universities require LOR?

Well the simple reason is that, LOR gives the University / College an opportunity to know about your academic abilities, which may not always be reflected by your grades. Sometimes, a student may be really hard working or diligent but his/her grades may be a bit low. An LOR also verifies the claims and provides the admission committee an opportunity to learn more about the applicant as they often do not have the chance to have a face to face interview. In such cases good recommendation letter from a professor who has taught/interacted with him/her can positively influence the University's / College's decision.

Note: LOR has to be online or in the prescribed University Pdf Format in a sealed envelope. If both are not possible kindly speak to your counsellor for the same

It is advisable to get your letter of recommendations from any three of the following Professor / Lecturer / Head of Department / Principal. If the student has a work experience, a professional experience letter has to be from your previous and / or current company from any two of the following, HR / Team Leader / Manager / Supervisor.

Points to Remember (Paper Based Recos) (To be used only if online and in the prescribed University Pdf Format):

- 3 Sealed Letters of recommendation required.
- It has to be typed on the University / College / Teacher's letterhead only.
- Professional LOR's on the company letterhead only.
- Letter of Recommendations have to be dated. Or else they will be disqualified
- Preferred all original or else take the color photocopy and then get the original signature on the LOR's
- Recommender should sign the LOR
- LOR to be completed 1 month before the earliest deadline.

How to write a good LOR?

Each LOR has to be unique and different. It plays an important role in deciding the admissions as well as scholarships. To make a good LOR give answers to the following questions and email it across. Based on your answers we will edit your recommendation letters.

For academic LOR

1. How many years did the professor teach you and which subject(s) did he/her primarily teach you?
2. Mention about your scores / grades and your position / rank in class
3. Was he/she involved with you in any project/thesis? How was your performance in that, and what special efforts did you put in?
4. How were your attendance and your academic conduct in class, during assignments and laboratory work?
5. Mention about some typical qualities that he/she likes very much about you.
6. Ask your professor to mention about your active participation in extra curricular activities, and mention about any post that you hold or if you were member of any association
7. Ask your professor to summarize your good qualities and relate how those will help you in your US education.
8. Any additional information you would like to provide.

For professional LOR

1. How many months/years are/were you working with the company?
2. What position(s) did you enjoy during this time and what responsibilities did you undertake?
3. How your performance in those tasks was and what skills/qualities did your employer find about you?
4. Ask your employer to mention about your work ethics, communication skills and leadership quality
5. As an employee, what are your employer's opinions about your strengths and weaknesses?
6. How has/had your presence in the company helped in increasing the productivity/ progress/expansion of the company.

Each individual LOR should be sealed and stamped in an envelope as shown in the format below

