< Form 3 >

**Recommendation Letter**

\* Please type or print clearly in black ink.

*To be completed by the applicant*

Please fill out the applicant information below.

Name of Applicant: Nationality:

|  |
| --- |
| I waive my right of access to this recommendation □Agree / □Disagree |

*To be completed by the recommender*

You are kindly requested to answer the following 3 questions in English.

1. How long and in what capacity have you known the applicant?

2. Please provide an honest evaluation of the applicant’s academic or job performance based on the criteria listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Truly Exceptional | Excellent | Very Good | Good | Below Average |
| Top 2% | Top 10% | Top 25% | Middle 50% | Lower 25% |
| Academic Achievement |  |  |  |  |  |
| Academic Potential |  |  |  |  |  |
| Attitude |  |  |  |  |  |
| Integrity |  |  |  |  |  |
| Responsibility/Independence |  |  |  |  |  |
| Creativity/Originality |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Interpersonal Skills |  |  |  |  |  |
| Leadership |  |  |  |  |  |

3. Please evaluate the applicant’s overall grade. Also, please comment whether you would recommend the applicant or not with reason.

\* Applicant’s Overall Grade (%) :

Your Name:

Name & Location of Institution:

Position Title:

Email Address:

Phone Number:

Date:

Signature: