



## Letter of recommendation

**APPLICANT:**

First name (given name): .....

FAMILY NAME (SURNAME): .....

APPLYING FOR THE FOLLOWING PROGRAM: .....

**RECOMMENDER:**

Name: .....

Function: .....

Institution/Firm: .....

Telephone: .....

E-mail: .....

***To the applicant:** Please complete the above lines of the recommendation letter and forward it to an Academic staff member, scientist or scholar who is familiar with your (recent) (professional) activities. Two letters of recommendation are required. These letters of recommendation should be returned **together** with the completed admission application form and other requested enclosures.*

***To the recommender:** the registrar of the Vrije Universiteit Brussel greatly appreciates your cooperation in assessing the applicant for the above postgraduate course. Please give your opinion frankly as to the applicant's professional strengths and weaknesses. The completed letter of recommendation must be signed and returned in **sealed** envelope to the applicant.*

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

.....  
.....  
.....

2. To what degree do you think the applicant is capable of adapting to conditions that are very different from the conditions he/she is familiar with?

.....  
.....  
.....

3. What is according to you the applicant's main strength in a professional/scientific/academic context?

.....  
.....  
.....



<sup>1</sup> The recommendation letter serves as a template. Other layouts can be used.



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4. If the applicant were to apply for a similar course at your institution, would you accept him/her

- readily
  with reservation
  not at all

5. Please rate the applicant in comparison to his/her peers

	top 2%	top 20%	above average	under average
intrinsic intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
breadth of general knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
quality of oral expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to carry out individual research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Which overall recommendation would you give?

- I highly recommend the applicant  
 I recommend the applicant  
 I recommend with the following reservation: .....  
 I do not recommend the applicant

7. If there are any important comments you would like to give which are not sufficiently covered by the above questions, we would appreciate it if you would give them below:

.....

.....

.....

Date: .....

Recommender's name and signature: .....

Seal:



**To guarantee confidentiality, we would appreciate it if you would issue this letter of recommendation in sealed envelope.**