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| **REFERENCE LETTER**  |
| **Applicant’s Information** |
| Applied Program | : |  |
| Applicant’s Name | : |  |
|  |
| **Recommender’s Information***A recommender is someone who supervises or has supervised an applicant’s academic related activities, e.g,. lecturer, academic advisor, etc. She/he can give a recommendation based on the applicant’s personal character and/or achievement.* |
| Full Name | : | Mr. / Mrs. / Ms. |  |
| University | : |  |
| Position/Title | : |  |
| Address | : |  |
| Email | : |  |
| **To be Filled by Recommender** |
| 1. | How long and in what capacity have you known the applicant? |
|  |  |
| 2. | What are the strengths of the applicant? |
|  |  |
| 3. | What are some areas the applicant can strive to improve on? |
|  |  |
| 4. | Share your opinion with regard to how this program can benefit the applicant.  |
|  |  |
|  |
| Date *(day/month/year)*:  |  |
|  |  |
|  | *(Recommender’s name and signature)* |