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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)* | |