



Universiteit Utrecht

LETTER OF RECOMMENDATION

Information for the student:

- The person who writes a letter of recommendation, should not be related to you (as a friend, member of your family, business relation etc.).
- At least one letter should be written by an academic who is able to comment on your performance as a student.
- The letter of recommendation must be written in English or Dutch.
- The person who writes a letter of recommendation should be willing to answer questions from the Admissions Committee by e-mail or telephone.
- Please give the person you ask for a letter of recommendation, information about the Master's programme for which you apply.

On the next page you will find information for the persons who write the letters of recommendation.



LETTER OF RECOMMENDATION

Information for references

- ❖ All letters of recommendation are confidential.
 - ❖ It is not necessary to include information which the applicant has already provided.
 - ❖ The Admissions Committee may wish to contact you. Therefore we kindly ask you to include the following personal details:
 - Your full name and title(s)
 - Your job title
 - Your company name/name of the university/institution
 - Your e-mail address
 - Your telephone number
 - ❖ We would appreciate the following information:
 - How do you assess the academic skills of the student?
 - How did you experience the student's motivation and drive?
 - How do you judge the student's ability to manage his/her own affairs
 - How do you think this Master's programme corresponds with the student's plans for the future
 - *Overall*: why do you expect the student will be successful in this specific Utrecht University Master's programme?
 - Other information that may be of interest for the Admissions Committee.
 - ❖ Please put the letter in a sealed envelope with the applicant's name written on the front, and your signature or a stamp of the university/institute/company across the back. The applicant will send it in with his/her application.
 - ❖ You may also e-mail the letter directly to admissiondocuments@uu.nl. Please save the file as a Word-document and name it as follows: Utrecht University student number, dot, recommendation, dot, your last name. For example: 1234567.recommendation.jones.doc.
 - ❖ Thank you very much for your co-operation.
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