

POSTGRADUATE COURSES - RECOMMENDATION FORM

This form consists of two pages



UNITED NATIONS
UNIVERSITY

UNU-ISP

Institute for Sustainability and Peace

(Confidential)

Applicant's Name:

Confidential Letters of Reference in English

1. It is the responsibility of the applicant to ensure that the letters of recommendation are received at the UNU on or before the deadline of the applications. **Your selection will depend on us receiving the recommendation letters in time.**
2. For electronic submissions, the referee e-mails the completed Recommendation Form and/or an attached reference letter to the UNU-IC Secretariat – james@unu.edu - (subject line: "Letter of Recommendation for (Applicant's Name)"). The e-mail must come from an institutional address. Reference letters from public e-mail providers (e.g. Hotmail, Google, etc.) will not be accepted.
3. The referee prepares hard copies of the signed and completed Recommendation Form and/or the letter of recommendation on institutional letterhead in a sealed and stamped official company or school envelope. This envelope may be submitted by the applicant along with other application materials or sent directly to the UNU-IC Secretariat at the address indicated in the Recommendation Form.

TO THE APPLICANT:

This form should be given to individuals who you think are appropriate for discussing your qualifications for the course you are applying. Please have each recommender return this form to you in a sealed envelope after they have completed it or have them send it directly to the UNU-IC Secretariat. The returned envelope is to be mailed to UNU-IC Secretariat with the rest of your application materials. This recommendation is used for admissions purposes only, and you will not have access to it whether or not you are admitted.

Please note that it is the applicant's responsibility to request the form early enough to meet the designated application deadline.

Please type or print your name:

Last (Family)

First

Middle

Nationality:

Current Address:

TO THE RECOMMENDER:

The person named above is an applicant to the United Nations University Postgraduate Courses. The Selection Committee attaches considerable weight to the statements made by the recommenders that the applicant has selected. You will greatly assist the members of the Committee and the applicant by providing candid responses to the items on the form. It is equally acceptable to respond to these questions in letter form, but should you choose this format, please fill out the information in the box and staple the letter to the back of this form. It is recommended that you keep a copy for your files in case the original should be lost in the mail. The Committee is aware of the time necessary to prepare such an assessment and gratefully acknowledges your help.

Name of Recommender:

(Please print or type)

Position/Title:

Affiliated organization:

Address

Tel.

Fax

E-mail

1. How long have you known the applicant and in what context? Please comment on the frequency of your interaction.

2. What are the applicant's principal strengths?							
3. In what areas could the applicant improve?							
4. In your opinion, has the applicant given careful consideration to his/her plans for entry into the UNU postgraduate course?							
5. Please compare the applicant on the scale below with others you have known during your professional career.							
	Truly exceptional	Outstanding	Excellent	Above average	Average	Below average	Unable to judge
	top 5%		top 10%	top 25%	top 50%	bottom 50%	
Academic and/or professional performance							
Analytical ability							
Motivation							
Leadership potential							
English communication skills							
Overall rating of the candidate							
Indicate the peer reference group to which the applicant is compared:							
6. Please comment on the ratings above and feel free to make additional statements concerning the candidate's integrity, achievement, managerial potential and other personal qualities. Attach an additional sheet if necessary.							
May we call you if the Selection Committee feels that it would be helpful to speak with you by phone regarding the applicant?							
Please circle: <u>YES</u> / <u>NO</u>							
If yes, please provide us with your telephone number.							
Office:				Home:			
Recommender's Signature:							
Date:							
Please send the completed form to:							
Postgraduate Courses Secretariat, United Nations University, 5-53-70 Jingumae, Shibuya-ku, Tokyo 150-8925, JAPAN TEL: +81-3/5467-1212 FAX: +81-3/3499-2828 E-mail: james@unu.edu ; icsec@unu.edu							