



LETTER OF RECOMMENDATION

Please carefully follow the instructions to request official online letters of recommendation from at least two persons whose roles as instructors or supervisors are quite familiar with your academic or professional background.

Important Notes:

- Only online letters of recommendation, requested through online graduate admission application forms, will be considered.
- Applicants will not be able to submit their applications for graduate admission unless at least two referees are indicated, and online requests are sent out to their respective email accounts.
- Please know that once the graduate admission application has been submitted, applicants will not have access to add other referees to their list. Alternatively, and only if the preselected referees have not started their evaluations, the applicant may replace the referees' information with that of the new other(s).
- Applicants are, therefore, highly advised to contact their referees in advance to ensure their willingness to provide online evaluations in a timely fashion. In so doing, referees can be kindly reminded of the need to provide a written evaluation in addition to completing the 'Academic Skills' in the following section, as both are required.
- Applicants must be careful to provide the correct contact information and email addresses of their referees. Indicate only the active, professional email addresses of your evaluators, or explain why a professional email is not available.
- It is also highly recommended that more than two referees be approached to ensure that at least the required minimum of two online evaluations is fulfilled, and by the indicated deadlines, to complete the application form. Incomplete applications will not be processed.
- While AUC may opt to contact your referees to verify the letters of recommendation submitted, AUC will not contact the referees to submit the letters.

In accordance with the United States Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), applicants have the right to review and inspect their own educational records. If you choose, you may waive the right to see specific confidential statements and letters of evaluation. To submit your request for online letters of recommendation, you must indicate whether you waive your right or not.

Start your online request for letters of recommendation [here](#).

- I confirm that I am responsible for completing all requirements, as indicated.
- I waive my right to access the letter of recommendation prepared in my name and understand that I will not have access to it now or anytime in the future.

Applicant Information

AUC ID number _____ First name _____
 Middle name(s) _____ Last name _____
 Major (1) applied to : _____ Major (2) applied to _____
 Semester applied for : _____

Recommender Information

Name _____
 Position or Title (current or most recent) _____
 Organization or Institution (indicate country) _____
 Country _____ Email _____ Other Email _____
 If you indicate a personal email address, please explain why a professional email is not available: _____

Academic Skills

Please rank the applicant on a scale of 1 to 4, where 4 is outstanding:

Analytical Ability	1	2	3	4	NA
Communication skills	1	2	3	4	NA
Verbal expression skills	1	2	3	4	NA
Written expression skills	1	2	3	4	NA
Motivation and perseverance	1	2	3	4	NA
Maturity	1	2	3	4	NA
Knowledge in chosen field – 1	1	2	3	4	NA
Knowledge in chosen field – 2	1	2	3	4	NA
<i>(if applying for 2 majors)</i>					
Research ability	1	2	3	4	NA
Ability to work independently	1	2	3	4	NA
Ability to work as a team member	1	2	3	4	NA
Overall academic potential	1	2	3	4	NA

The recommender has attached document(s) to this

Additional Comments:

Electronic signature and agreement

I certify that all the information given on this form and in the attachment(s) are complete and accurate.