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. Only online letters of recommendation, requested through online graduate admission application forms, will be considered. While AUC may opt to contact your evaluators to verify the letters of recommendation submitted, AUC will not contact the evaluators to submit the letters. You are responsible to provide the correct contact information of your evaluators. As part of the requirements to complete the application, applicants must personally ensure that at least two letters of recommendation are submitted by the deadlines indicated by the Office of Graduate Admissions. Incomplete applications will not be processed.

Indicate only the active, professional email addresses of your evaluators, or explain why a professional email is not available. In accordance with the U.S. 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, and that by choosing to waive my right to access a letter of recommendation prepared in my name, 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
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.