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DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

REFEREE'S LETTER OF RECOMMENDATION FOR ADMISSION TO A GRADUATE PROGRAMME

The person named below is applying for admission to a postgraduate programme at this university and has been asked to pass a copy of this form to each academic referee. I should be most grateful if you would be kind enough to send the form duly completed.

Kindly return the form not later than and please, accept my thanks in advance for your co-operation.

SECTION A: (To be filled by the Applicant)

Full name of Applicant

Programme applied for

Name of Referee

SECTION B: (To be filled by the Referee)

Please Write candidly about the applicant. You may use the other side of this form or attach a letter to this form. Indicate how long and in what capacity you have known the applicant. Comment on the applicant's qualifications and potential for advanced study in the field specified as well as his/ her promise of professional success. In describing such attributes as such motivation, intellect and maturity, comment on both the strong and weak points.

1. I have known the applicant for a period of years.

2. He/ She was/is.....

..... (Form of acquaintance)

3. In my opinion the applicant's qualifications and potential for advanced study in the specified field is:

(tick as applicable)

Excellent

Very good

Good

Fair

Poor

4. How do you rate the candidate on the following attributes ? (tick as applicable)

Attributes	Below 50%	50-59%	60-79%	80 & Above
a) Maturity	_____	_____	_____	_____
b) Academic Ability	_____	_____	_____	_____
c) Intellectual Potential	_____	_____	_____	_____
d) Creativity and Originality	_____	_____	_____	_____
e) Motivation for Graduate study	_____	_____	_____	_____
f) Writing skills	_____	_____	_____	_____
g) Inter-personal relations	_____	_____	_____	_____

5. Do you recommend this applicant? (Tick as applicable)

Highly recommend Recommend Recommend with reservation
 Do not recommend

Briefly explain why

6. Name

7. Address

..... Tel No: Fax No:

8. Position

9. Signature Date.....

Please use the space below for additional information. if any, which you believe would be helpful in assessing the candidates application for graduate study.

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