

## Letter of Reference Guidelines

The letter of reference has the utmost significance for an overseas applicant as the university faculty does not often have the chance to have a face-to-face interview with the applicant.

### Who should write an LOR?

The reference should have known the student either in an academic or a professional capacity. An LOR may be obtained from:

- **Teacher/Professor:** who has known the student for some time, at least one academic year. It is advisable to select a referee who teaches a similar subject to the one applied for. (e.g. Business Studies for BBA, Maths/Physics for Engineering)
- **Employer/Supervisor:** in case the candidate has work experience of a year and above, a second reference may be supplied by an employer or a supervisor to whom the candidate has been reporting directly.
- **Clients/Customers:** in case of applicants working in family businesses (a relative doesn't qualify as a referee) references may be obtained from clients or customers who he/she may have been interacting with for a reasonable period of time.

### How many and in which format? Are original LORs required for each applicant?

There should be atleast 2 LORs with each application. In an ideal scenario, the LOR should be obtained on the specific reference form of the university. However, in the case of multiple applications, this procedure becomes cumbersome. Hence students have the option of getting a common LOR on the letterhead of the School/College/Company with the official stamp of the referee. Most universities accept this as well.

### What should an LOR contain?

An LOR requires the teacher/employer to make his/her personal assessment of the applicant's suitability for the chosen course. The referee may comment on:

- **How long** the referee has known the applicant and in what capacity
- **Realistic assessment** of the applicant's academic calibre. For those still pursuing a degree, assessment of degree prospects)
- What he/she considers to be the applicant's major **ability, strength or weakness**
- **Motivation and suitability** for the programme applied for
- The applicant's ability to communicate in **English**
- Assessment of ability to **work independently** such as examples of projects handled
- **Special attributes** that the referee may have noticed in the applicant at a personal level
- Any other comments that would help the faculty make a decision on the applicant's suitability for the programme.
- **For MBA:** in addition to the above, leadership skills, capacity to reason logically, presentation skills, level of teamwork, ability to work hard & meet deadlines may be commented upon

### Referees:

Phone No.: \_\_\_\_\_

Email ID (Official): \_\_\_\_\_