

Reference for applicant by a professor or employer

- Please read the instructions carefully and type or print in ink.
- Fill in the lines below with your name, date of birth and school.
- Give this info-sheet to a professor or employer who knows you well.

Applicant's legal name (Last/Family name, First, Middle) _____

Date of birth (Month / Day / Year) _____

School now attending _____

Name of referee _____

Subject taught _____

To the referee (please comment on an additional sheet!)

- How do you know the applicant and for how long?
- Describe the quality of the applicant's intellect and academic work.
- Please comment on the student's originality of thought and ability to grasp difficult concepts.
- In what ways might you distinguish this student's academic performance from that of other able students?
- How has the applicant achieved good grades in your class? (By consistent hard work / By grade consciousness / By virtue of memory / By brilliance of mind / Other)
- How does this student compare academically to other students you have taught? One of the top 5%, 10%, 15%, 20% in his/her class, of students ever encountered.....
- **Other possible topics:** Quality of the applicant's previous research (if applicable), intellectual abilities, scientific knowledge in his/her field, ability to work independently, ability to analyze and solve problems, ability to work in a group, mathematical skills,....
- I recommend this student for the master program: With reservation / Fairly strongly / Strongly / Enthusiastically
- Please include your name, title, address and signature.

Thank you for your time and effort. Please feel free to contact our office if you have any questions.

The letter of recommendation is written on behalf of the person named above who is applying to our master program in systems engineering. The professor's / employer's reference plays an extremely important role in our evaluation of candidates for admission. The applicant pool to our program is filled with bright and highly qualified students from around the world. The difficulty of our task lies in admitting those students who would most benefit from and best contribute to the intellectual atmosphere here at the department of systems engineering. Your evaluation of the applicant is invaluable to us. We would appreciate your honest assessment of the applicant's intellectual ability, self-confidence, originality, and willingness to accept challenge and responsibility. If the student has unique qualities or characteristics, please bring those to our attention. Please keep in mind two questions: As the student's professor / employer, how would you describe the applicant's academic abilities to one of your colleagues? What will the student bring with her or him to the greater community of Saarland University?

Thank you for your contribution to our evaluation process. Your comments will be carefully considered and play an important role in our admissions decisions. We very much appreciate the time and energy you put into writing them.

The recommendation letter should be returned directly to the Department of Systems Engineering / Study Coordinator or given to the applicant in a sealed envelope.

Carine Klap / Study Coordinator

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