



Phone: (506) 2511-1400.

Letter of Recommendation

Dear Sir or Madam:

The person whose name appears below is applying for admission to the Graduate Studies System of the University of Costa Rica and has provided your name as a reference. The information we request is confidential and will be of great use for evaluating the candidate's application.

**PERSONAL INFORMATION**

\_\_\_\_\_

Last Name                      Second Last Name                      Name

**Completed or Enrolled Higher Education Studies**

	Degree or Title	Institution	Field of Studies	Year
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**Intended Graduate Studies Program:** \_\_\_\_\_

\_\_\_\_\_

**This part of the document must be filled out by applicant**

1. I have known the applicant for \_\_\_\_\_ years and \_\_\_\_\_ months

2. During \_\_\_\_\_ years I interacted with the applicant as his/her:

Professor

Thesis Director

Thesis Advisor

Boss: \_\_\_\_\_

(Please specify)

3. The box below evaluates the characteristics and academic performance of the applicant compared to \_\_\_\_ students (of his or her same level of studies and experience) which I have interacted with over the past five years. **If the reference letter is from your boss, you should not fill this part, go to point 5.**

	Outstanding	Very Good	Above Average	Average	Below Average	Insufficient Criteria
Academic performance						
Academic potential						
Creativity and originality						
Knowledge of the basic concepts of his/her field of study						
Oral and written expression						
Ability to do independent work						
Self confidence						
Motivation for graduate studies						
Maturity and emotional stability						

4. In comparison to \_\_\_\_ students I have taught in the past \_\_\_\_ years, I would place the applicants ability to engage in graduate and research programs in the following percentile: (mark only one box)

Outstanding	Very good	Good	Average	Below average

5. To fully evaluate the applicants potential please elaborate in the space below (and in an extra page if necessary) on the applicant's qualities, strengths and weaknesses to carry on graduate studies in the specified field. Please describe and analyze, with all honesty, the applicant's motivation, intellectual capacity, maturity, dependability, responsibility and ability to work in teams as well as individually. Specific examples are more useful than generalizations.

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6. If I was responsible for the admission of the applicants intended program, I would admit him or her:

Without reserve
  With certain reserve
  Would not admit

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Office phone number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_