



## LETTER OF RECOMMENDATION

PLEASE HANDPRINT CLEARLY

### To be completed by the applicant

PROGRAM YOU APPLY FOR.....

CURRENT DATE.....

NAME OF APPLICANT.....

NAME OF RECOMMENDER.....

TITLE OR FUNCTION.....

### To the recommender

Your candid assessment of the applicant named above will greatly assist the Admission Committee. Your report will be used for the purpose of determining whether or not, in the Committee's best judgment, the candidate should be admitted to the Leuven School of Business and Economics. After the Committee has made its decision, this recommendation form and all others written on the applicant's behalf will be removed from the file and will not be available to the applicant.

After completing this form please place it in an envelope, seal the envelope, and sign it across the seal. Then return it to the applicant who will forward it to the School, unopened, along with the application materials. If you prefer to mail your evaluation directly to us, please feel free to do so. Thank you for your cooperation.

### To be completed by the recommender

How long and in what capacity have you known the applicant?

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We would appreciate a statement from you concerning the applicant's scholarship, personality, character, and professional promise. Please indicate, in the table overleaf, your assessment of strengths and weaknesses. If you feel more needs to be said, please do so below, and if additional space is needed, do feel free to use the reverse side of this sheet or a separate sheet. If you prefer, you may write the entire statement on your own stationary.

**Qualitative comments from recommender:**.....

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## SUMMARY EVALUATION

Using the chart below, please rate the applicant relative to other students or employees whom you have known in a similar capacity

	Not observed	lower 50% (weak)	top 50% (fair)	top 25% (good)	top 10% (excellent)	Top 2% (outstanding)
Intellectual potential						
Ability to work with others						
Creativity and imagination						
Maturity						
Self-confidence						
Communication skills, oral						
Communication skills, written						
Ability to analyze a problem and formulate a solution						
Motivation for proposed program of study						
Potential for career advancement						

Please describe briefly the population against which you are rating the applicant.

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SIGNATURE.....DATE.....

NAME (PLEASE TYPE OR PRINT).....

TITLE.....

BUSINESS ADDRESS.....

CITY.....COUNTRY.....TELEPHONE.....