**Format reference letter**

**LPDP-Netherlands Joint Scholarship Programme 2024**

The reference letter is to be submitted on an official letterhead, dated, signed by the current supervisor off the candidate and stamped. If the applicant is currently unemployed, the letter of reference may come from the previous work supervisor. The reference letter should be completed in English.

I, the undersigned below,

Name :

Position :

Institution :

Institution address :

Phone Number :

E-mail address :

I write this letter of reference for <insert the applicant's name>, who I have known for <insert the duration for how long you have known the applicant> in my capacity as his/her <insert the referee’s relation to the applicant>. The person is applying for:

* [*name ​​course or programme]*
* from [*start date] to [end date*]
* at [*educational institution, place*.]

Please write (500 words or above) about:

* The impactful activities as the contribution of the applicant
* The observations on the applicant’s performance and personality
* The outstanding capabilities and achievements of the applicant
* Relevance of the study programme to the candidate
* Relevance of the study programme to your organization (if applicable)
* Other supporting information

In addition, please include the following evaluation about the applicant (tick one that applies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Aspect | Evaluation | | |
| Excellent | Very Good | Neutral |
| 1. | Fundamental Knowledge of Field |  |  |  |
| 2. | Intellectual Ability |  |  |  |
| 3. | Work Ethics |  |  |  |
| 4. | Adaptability |  |  |  |
| 5. | Potential for Future Contribution |  |  |  |
| 6. | Leadership Skills |  |  |  |

<Insert place, date>

<referee signature, on the institution stamp>

<referee name>