

Form of Letter of Reference

To a referee:

Please print or type a letter of reference for the applicant (no fixed format) and return it to the applicant in a sealed envelope.

Please include the following information in due order.

1. NAME OF APPLICANT

2. INFORMATION OF APPLICANT

- (1) How long and in what capacity have you known the applicant?
- (2) What are duties assigned to the applicant?
- (3) How can you evaluate the applicant's background experiences, accomplishments, and capacity for analytical thinking?
- (4) In what ways do you expect the applicant will be able to contribute to the program?
- (5) Do you believe the applicant has sufficient English language skills to complete the postgraduate diploma course given in English?
- (6) Please write how the applicant can utilize the knowledge and skills to contribute to the development of your country after completing IDEAS training program.

3. NAME OF REFEREE

4. POSITION AND ORGANIZATION

5. ADDRESS

6. SIGNATURE/ PRINTED NAME

7. DATE (Day/Month/Year)