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**USINDO EDWARD E. MASTERS FELLOWSHIP PROGRAM - KEMLU**

**Letter of Recommendation Form**

**Applicant Instructions**: Please provide this Letter of Recommendation Form to two (2) recommenders, one academic and one professional. Ensure you allow adequate time for your letters of recommendation to be sent to Pusdiklat before the deadline 5 September 2018 at 17:00 WIB.

**Recommender Instructions:** Please complete all fields and discuss the four criteria as they relate to the applicant, to the best of your ability, in the space allotted. There is space allotted for additional comments at the end of this form.

Please return the recommendation letterdirectly to Pusdiklat at admin.dskld@kemlu.go.id.

**Name of Applicant:**

**To be completed by the recommender**

**Recommender Contact Information:**

|  |  |
| --- | --- |
| Name (given name and family name): |       |
| Position/Title: |       |
| Organization: |       |
| Length of professional/academic relationship: |       |
| Nature of professional/academic relationship: |       |
| Phone number:  |       |
| Mobile phone number: |       |
| E-mail address: |       |
| Secondary E-mail address: |       |

**Letter of Recommendation Criteria:**

Please provide a signed Letter of Recommendation commenting on the applicant’s performance against criteria 1-4 below:

1. Please discuss your experience working with or teaching the applicant, highlighting ways in which the student stood out among his/her colleagues.

1. Please elaborate on the applicant’s communication and interpersonal skills, especially in regards to working with a diverse group of students, sharing skills, and being open to new experiences or knowledge.

1. Please discuss the applicant’s strengths and weaknesses.

1. Briefly summarise the applicant’s key attributes that will assist him/her to successfully live and study in a graduate program in the United States.

Is there any other relevant information you’d like to share with the selection panel regarding this applicant?

*By signing this letter of recommendation, I certify that the statements provided above are accurate and honestly reflected. I also certify that I am not related to the applicant and am the person submitting this Letter of Recommendation.*

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Signature of Recommender Date