



# Letter of recommendation

## Information for students who obtained their degree at a non Dutch university

- Letters of recommendation can be submitted in 3 different ways:
  - ask your referees to e-mail the letters to [admissiondocuments@uu.nl](mailto:admissiondocuments@uu.nl)
  - upload the letters of recommendation in your Osiris Online Application
  - or a combination of the two options above
- The person who writes a letter of recommendation, should not be related to you (as a friend, member of your family etc.).
- The letter of recommendation must be written in English or Dutch.
- At least one letter should be written by an academic who is able to comment on your performance as a student.
- The person who writes a letter of recommendation should be willing to answer questions from the Admissions Committee by email or telephone.
- Please give the person you ask for a letter of recommendation information about the Master's programme for which you apply.

On the next pages you will find information for the people who write the letters of recommendation, in Dutch and in English.

## Information for students who obtained their degree at a Dutch university or at a Dutch University of Applied Sciences (Hogeschool)

- The person who writes a letter of recommendation, should not be related to you (as a friend, member of your family etc.).
- The letter of recommendation must be written in English or Dutch.
- At least one letter should be written by an academic who is able to comment on your performance as a student.
- The person who writes a letter of recommendation should be willing to answer questions from the Admissions Committee by email or telephone.
- Please give the person you ask for a letter of recommendation information about the Master's programme for which you apply.
- You can upload the letter(s) of recommendation in Osiris Online Application.

On the next pages you will find information for the people who write the letters of recommendation, in Dutch and in English.

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## Information for referees

- The student will provide you with information on how to submit your letter of recommendation.
  - It is not necessary to include information which the applicant has already provided.
  - The Admissions Committee may wish to contact you. Therefore we kindly ask you to include the following personal details in the letter:
    - Your full name and title(s)
    - Your job title
    - Your company name/name of the university/institution
    - Your email address
    - Your telephone number
  - We would appreciate the following information:
    - How do you assess the academic skills of the student?
    - How did you experience the student's motivation and drive?
    - How do you judge the student's ability to manage his/her own affairs
    - How do you think this Master's programme corresponds with the student's plans for the future
    - *Overall*: why do you expect the student will be successful in this specific Utrecht University Master's programme?
    - Other information that may be of interest for the Admissions Committee.
  - In the Netherlands a letter of recommendation is generally one page.
  - Thank you very much for your co-operation.
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## Informatie voor referenten

- De student geeft informatie over hoe de aanbevelingsbrieven kunnen worden ingediend.
  - Informatie die de student al heeft aangeleverd, mag u achterwege laten.
  - De Toelatingscommissie kan het wenselijk vinden contact met u te zoeken. Daarom vragen wij u in uw aanbevelingsbrief de volgende gegevens op te nemen:
    - Uw volledige naam en titels
    - Uw functie
    - Naam van de universiteit / het instituut / het bedrijf
    - Uw e-mail adres
    - Uw telefoonnummer
  - Wij stellen het op prijs als u in uw aanbeveling wilt ingaan op de volgende punten:
    - Hoe heeft u de academische kwaliteiten van de student ervaren?
    - Hoe zelfstandig vindt u de student?
    - Hoe heeft u de motivatie en inzet van de student ervaren?
    - Hoe vindt u dat dit masterprogramma aansluit op de toekomstplannen van de student?
    - *Overall*: waarom denkt u dat de student succesvol zal zijn in dit specifieke masterprogramma?
    - Andere informatie die interessant is voor de Toelatingscommissie.
  - Alvast veel dank voor uw medewerking.
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