Please carefully follow the instructions to request official online letters of recommendation from <u>at least</u> two persons whose roles as instructors or supervisors are quite familiar with your academic or professional background.

Important Notes:

- Only online letters of recommendation, requested through online graduate admission application forms, will be considered.
- Applicants will not be able to submit their applications for graduate admission unless at least two referees are indicated, and online requests are sent out to their respective email accounts.
- Applicants are highly advised to <u>contact their referees in advance</u> to ensure their willingness to provide online evaluations in a timely fashion. In so doing, referees can be kindly reminded of the need to provide a written evaluation in addition to completing the 'Academic Skills' in the following section, as both are required.
- Applicants must be careful to provide the correct contact information and email addresses of their referees. Indicate only the active, professional email addresses of your evaluators, or explain why a professional email is not available.
- It is also highly recommended that more than two referees be approached to ensure that at least the required minimum of two online evaluations is fulfilled, and by the indicated deadlines, to complete the application form. Incomplete applications will not be processed.
- While AUC may opt to contact your referees to verify the letters of recommendation submitted, AUC will not contact the referees to submit the letters.
- Graduate applicants are responsible for ensuring that at least 2 letters of recommendation are submitted online, as per the instructions in the online admission application form.
- Letters will be accepted only if sent from a professional, preferably academic, email account (e.g., @aucegypt.edu) or if signed on official letterhead and attached online as a scanned copy. Letters sent from non-professional email accounts will require justification from the applicant.
- You are advised that academic letters of recommendation will better enhance your application.
- The online form for the letter of recommendation is a cover sheet for any attachments presented by your evaluator(s). This form is required as well as a written or typed letter, which needs to be attached to the online application or typed in in the additional comments section of the online letter of recommendation.
- Once the graduate admission application is submitted, applicants will not have access to add other referees to their list. Alternatively, and only if the pre-selected referees have not yet started their evaluations, the applicant may replace the referees' information with that of another. Applicants can contact help@applyweb.com or lor_help@collegenet.com and ask to reset access for recommenders.
- Also available is the "Recommender List," www.applyweb.com/cgi-bin/ustat, which shows the status of each recommender and from which "Edit waive status" and "Send reminder" can be done. "Edit waive status" lets the applicant waive the right to see the recommendation if they have not done so and wish to. This is available until the recommender accepts and starts the form. Applicants can also use the "Send reminder" option to resend the link to a recommender. That option is available until the recommendation is submitted.
- Letters are valid for one year only from the date of their submission by the recommenders. Recommendation letters must be submitted directly by the recommenders; applicants cannot provide them to AUC by themselves.

In accordance with the United States Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), applicants have the right to review and inspect their own educational records. If you choose, you may waive the right to see specific confidential statements and letters of evaluation. To submit your request for online letters of recommendation, you must indicate whether you waive your right or not.

Start your online request for letters of recommendation <u>here</u>.

❑ I confirm that I am responsible for completing all requirements, as indicated.
❑ I waive my right to access the letter of recommendation prepared in my name and understand that I will not have access to it now or anytime in the future.

The American University in Cairo

LETTER OF RECOMMENDATION

Applicant Information

AUC ID number _____   First name _____

Middle name(s) _____   Last name _____

Major (1) applied to: _____   Major (2) applied to _____

Semester applied for: _____

Recommender Information

Name _____

Position or Title (current or most recent) _____

Organization or Institution (indicate country) _____

Country _____   Email _____

Other email _____

If you indicate a personal email address, please explain why a professional email is not available:

_____

Academic Skills

Please rank the applicant on a scale of 1 to 4, where 4 is outstanding:

Analytical ability	1	2	3	4	NA
Communication skills	1	2	3	4	NA
Verbal expression skills	1	2	3	4	NA
Written expression skills	1	2	3	4	NA
Motivation and perseverance	1	2	3	4	NA
Maturity	1	2	3	4	NA
Knowledge in chosen field – 1	1	2	3	4	NA
Knowledge in chosen field – 2	1	2	3	4	NA
(if applying for 2 majors)					
Research ability	1	2	3	4	NA
Ability to work independently	1	2	3	4	NA
Ability to work as a team member	1	2	3	4	NA
Overall academic potential	1	2	3	4	NA

The recommender has attached document(s) to this ❑

Additional comments:

_____

_____

❑ **Electronic signature and agreement**

    I certify that all the information given on this form and in the attachment(s) are complete and accurate.