

## RECOMMENDATION FORM NEW GRADUATE PROGRAMS

Please provide the following recommendation form to the two referees you have chosen and request that they write an accompanying letter of recommendation in addition to completing the form below. The referees should be in a position to evaluate your professional achievements. They should not be individuals reporting to you and/or related to you. Letters from members of your college or graduate school faculty who can discuss your academic performance are particularly valuable. If you have been out of school for several years and have difficulty securing an academic reference, you may substitute letters from employers or others who have worked closely with you. The referee should complete the form below and send it, together with their accompanying letter of recommendation, from their professional email to: **recommendations@hbku.edu.qa**. Subject of the email should include the name of the applicant and the program that they are applying to.

\*Incomplete forms will not be accepted

### PROGRAM

Name of Program

### APPLICANT DETAILS

Applicant Last Name

Applicant First Name

Qatari ID/Passport Number

Online Application Login ID

Name of Program

### REFEREE DETAILS

Referee's Last Name

Referee's First Name

Organization

Position

Email

### DIRECTIONS FOR THE REFEREES

Referees are requested to:

- I. Complete the evaluation questionnaire below.
- II. Write a letter of recommendation on institutional letterhead to accompany this form. The letter should address the skills necessary for rigorous, advanced academic work. Referees should describe how long they have known the applicant and in what capacity. In addition to addressing the applicant's strengths, referees are also invited to identify areas where the applicant could improve. The letter should also indicate if the applicant is a good fit for the program they are applying to.
- III. Please email the form and letter to: **recommendations@hbku.edu.qa**. Subject of the email should contain the name of the applicant and the program they are applying to.

### QUESTIONS FOR THE REFEREE

How do you evaluate the following:

Area	Excellent	Very Good	Average	Low
Analytical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competence in Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-reflective Capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Adapt to a New Situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Highly Recommended	Recommended	Recommended with Some Reservations	Not Recommended
Please indicate your overall recommendation for the candidate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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