

LETTER OF RECOMMENDATION

APPLICANT

All applicants are encouraged to submit letters of recommendation. However, PhD and fellowship applicants, as well as international and Egyptian students applying to the biotechnology, international and comparative education, journalism and mass communication, and psychology programs should submit letters of recommendations. Otherwise, their applications cannot be processed.

Proposed graduate program(s) _____

A: *To the applicant:* Please fill out this section only; do not write below the horizontal line. For your application to be complete, it must include two letters of recommendation. Therefore, carefully select two people who are quite familiar with your academic or professional background and give them a copy of this form. **The person providing the reference must either use the back of this form or write the recommendation on an official letterhead and sign it.** You need to provide the person providing the reference with a stamped envelope addressed to you. The university will accept letters of recommendation that are submitted by students with their application, but only if the envelope is sealed and has been signed across the flap by the evaluator.

In accordance with the U.S. Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review and inspect your educational records. If you choose, you may waive the right to see specific confidential statements and letters of evaluation. Therefore, please check one of the statements below and sign.

- I waive my right to examine this letter. I do not waive my right to examine this letter.

Signature _____ Date _____

EVALUATOR

B: *To the evaluator:* **You must use the back of this form or official letterhead to write about your experiences with the applicant and his or her potential to perform at the graduate level in the program(s) indicated at the top of this form.** This form is submitted to you for an opinion of the applicant's qualifications for graduate work and should include the applicant's points of strength and what needs to be improved, if any. Please be as candid as possible, since it is often impossible for AUC to interview all potential graduate students. Your evaluation of the student's academic performance, research capabilities and overall ability at the graduate level based on past performance is a critical element of our selection process. It would also be very helpful if you could rank the candidate in terms of all the students you have had in the past. This evaluation is to be given to the applicant in a sealed and signed envelope.

Summary evaluation: Comparing this applicant with a representative group of students in the same field who had the same amount of experience and training, how do you rate him or her in general academic ability and promise for research?

Name of evaluator _____
 Signature _____
 Position held _____
 Date _____
 Institution and address _____

 Country _____
 Telephone _____
 E-mail _____

Below Average	Average	Somewhat Above Average	Good	Exceptional
<i>Lowest</i> 40%	<i>Next</i> 15%	<i>Next</i> 15%	<i>Next</i> 15%	<i>Highest</i> 15%

For letters of recommendation not submitted with the application, please include full name and student ID (if available) and mail to:

Applicants from North and South America
The American University in Cairo
Office of Student Affairs
420 Fifth Avenue, Third Floor
New York, NY 10018-2729
USA

Applicants from outside North and South America
The American University in Cairo
Office of Enrollment and Student Service Center
AUC Avenue, P.O. Box 74
New Cairo 11835
Egypt

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