Reference letter guidelines

A reference letter should be a valuable addition to the student’s application for admission and/or scholarship. An academic reference is preferred, and please note that some programmes only accept academic references. An employer may write a reference if they can explain how the student’s work experience is relevant to the Master’s programme that the student is applying for.

Reference letters that can be accepted must adhere to the following guidelines. The letter must be:

- Written in English and typed on a computer
- Dated
- Signed by the author, including their position at the university (or workplace)

Reference letters should also preferably adhere to the following guidelines. The letter should:

- Be maximally 1 A4 page in length
- Describe the relationship between the referee and the candidate. For example, outline the candidate’s performance on a project, in class, or as part of a team
- Quantify the high potential of the candidate by providing accurate descriptions of their achievements in the classroom, their community (or place of work)
- Indicate how the candidate’s high potential will be utilized by participating in the Radboud University Master’s programme of their choice.