

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.