

# Letter of Recommendation

The Admissions Office  
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Sasin Graduate Institute of Business Administration  
of Chulalongkorn University

**Confidential**

**Applicant's name:** \_\_\_\_\_

***To the individual completing this form:***

The person whose name appears above has applied for admission to the Sasin Graduate Institute of Business Administration of Chulalongkorn University. Please answer the questions below in as specific and candid manner as possible, particularly noting maturity, purposefulness, and initiative.

Your comments will be an important factor in the admissions decision. Please place the completed recommendation form in the envelope addressed to Sasin, sign your name across the seal to ensure the confidentiality, and return it to the candidate.

Your comments will not be disclosed to the applicant and will be available only to those involved in our admission process. We will acknowledge you via email when we have received your letter.

The letter of recommendation will be destroyed when it is no longer needed for admission and will not become part of a permanent record, if this applicant should enroll at the Sasin Graduate Institute of Business Administration. If you do not feel comfortable with this process, please inform the applicant that you will be mailing/emailing the recommendation to us directly. Thank you.

**Recommender's name:** \_\_\_\_\_

**Title:**

**Company:**

**Phone:**

**Email:**

1. How long have you known the applicant? \_\_\_\_\_  
Years Months

2. Under what circumstances have you known the applicant?

3. What do you consider the applicant's most outstanding talents or characteristics?

4. What are the applicant's weaknesses with regard to completing our academic program and having a successful managerial career?

5. To what extent does the applicant demonstrate originality and independence in thinking? Where have you observed this?

6. How firm do you consider the applicant's career goals to be? How well do you see graduate study in business administration fitting into those goals?

7. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate work and potential for becoming a responsible and successful manager.

8. In comparison with the applicant's peer group (other MBA applicants, other students, other employees), how would you rate the applicant with respect to the following qualities:

	<b>Below Average:</b> bottom 1/3	<b>Average:</b> middle 1/3	<b>Good:</b> top 1/3	<b>Very Good:</b> top 15%	<b>Outstanding:</b> top 5%	<b>Truly Exceptional:</b> top 2%	<b>No Opportunity to Observe</b>
Intellectual ability							
Maturity							
Leadership potential							
Personality/Ability to get along well with others							
Personal integrity/Ethics							
Motivation							
Creativity							
Management skills							
Written communication skills							
Oral communication skills							

9. I  **strongly recommend**  
 **recommend**  
 **recommend with some reservations\***  
 **do not recommend** } **that this candidate be admitted to the Sasin  
Graduate Institute of Business  
Administration**

\*My reservations are \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

As your evaluation will become a part of the applicant's formal application, your prompt response in returning this form is essential to a timely decision. Thank you for your assistance.