



Universiteit Leiden
Campus Den Haag



LUC the Hague – Recommendation Form

1. To be completed by the applicant

Student ID:

Name applicant:

School:

Expected date of graduation (month, year):

2. Instructions for referee

Thank you for taking the time to complete this recommendation form for the student named above. Each applicant supplies the LUC the Hague Admissions Office with information about their education, their (academic) interests and ambitions. In addition we ask each applicant to supply one or two recommendations from a teacher, career counselor or principal. Your views on the applicant form a valuable part of the application.

This form has been designed for your convenience and we kindly request that you complete both sides of the form in English. If you would like to supply additional information, please do so on official letterhead from your school.

Please return the completed form to the applicant, **signed** and **stamped** with the official stamp of your institution. Place the form in an envelope with the applicant's name on the front, seal the envelope and sign across the seal at the back; a school stamp can also be used for this purpose. If you prefer, you can also send the form straight to Leiden University College The Hague at this address. Please inform the student if you send the form to us directly:

LUC the Hague
Admissions Office
PO Box 13228
2501 EE The Hague
The Netherlands



Please answer the following questions about the applicant as briefly or expansively as you find appropriate:

1. For how long have you know the applicant? In what capacity?
2. What are the first words that come to mind when you think about this student?
3. Please comment on the applicant’s academic ability, motivation and study habits.
4. Please comment on the applicant’s interaction with others (fellow students, teachers,...)
5. Are there any special circumstances or achievements you think we should be aware of? Please explain.
6. Could you please rate the applicant on the items below, in comparison to other students of similar age and experience?

	Don't know	Below average	Average	Good/above average	Very good (top 20%)	Excellent (top 5%)
Intellectual promise						
Motivation/drive						
Quality of writing						
Creativity						
Critical thinking						
Analytical thinking						
Maturity						
Leadership						
Integrity						
Respect for others						
Initiative						
Concern for others						
Ability to deal with stress						
Study skills						
Productive in class discussions						
OVERALL						



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7. Evaluation: please write what you think is special or important about this student, include a description of academic and/or personal characteristics as demonstrated in your classes or interaction with the student.

8. Please give your overall recommendation by clearly placing an X on the scale below

Not recommended	recommended with some reservation	recommended without hesitation	highly recommended
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Recommender's contact information

- Name:
- Title/function:
- School, school address:
- Work phone:
- Email:
- Signature:

- School stamp:

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If you have queries about this form, please contact the admissions officer at admissions@luc.leidenuniv.nl.