

# ZAYED UNIVERSITY – GRADUATE PROGRAMS CONFIDENTIAL LETTER OF RECOMMENDATION



Office of Graduate Studies  
Zayed University  
P.O. Box 4783  
Abu Dhabi, U.A.E.  
Tel: +971-2-5993-605  
Fax: +971-2-4467-443

Student ID Number

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Applicant's First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Program Applied for: \_\_\_\_\_

**Note to Applicant:** Please enter your name and program name above and hand this form to the person who will write your recommendation.

**Note to Recommender:** Zayed University appreciates your recommendation which is considered part of the candidate's application for graduate program admission. The confidential letter of recommendation should be returned in a sealed envelope signed across the flaps to the Graduate Student Recruitment Officer at Zayed University. The information you provide will be strictly confidential and the Office of Graduate Studies will not release information contained in this recommendation to the applicant.

1. How long have you known the applicant? Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_
2. In what capacity have you known the applicant?

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3. What do you consider to be the applicant's strengths?

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4. What do you consider to be the applicant's weaknesses?

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5. Please give your appraisal of the applicant in terms of the attributes listed below.

	Exceptional	Above Average	Average	Below Average	Not Observed
English Language Skills					
Communication Skills					
Interpersonal Skills					
Analytical Skills					
Teamwork					
Intellectual Curiosity					
Reliability					
Perseverance					
Taking Initiative					
Multiple Tasking					
Motivation					
Self-Confidence					
Creativity					
Leadership Ability					
Business Orientation (Executive MBA)					
Potential for Career Success					

6. Please make any additional statements about the applicant's potential or personal attributes that you think may be useful to the College Admissions Committee.

Recommender's Full Name (Please print): \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Direct Tel Nr: \_\_\_\_\_ Email Address: \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Please return the letter of recommendation in a sealed envelope signed across the flaps to:**

The Graduate Student Recruitment Officer, Zayed University, P.O. Box 4783,  
 Abu Dhabi. Tel: +971-2-599-3605 Fax: +971-2-4467-443  
 Website: [www.zu.ac.ae/gradstudies](http://www.zu.ac.ae/gradstudies)