

## Recommendation Form

*Note to candidate:* Please enter your name below. Deliver or mail this form to the person who will write your recommendation.

Applicant's Last Name:

First Name:

*Note to recommender:* The person whose name appears above is applying for admission for a 1 year program leading to the degree of Master in Business Administration. The purpose of this program is to provide an opportunity for students to develop knowledge, abilities, attitudes, and understanding which will constitute a foundation for their growth into competent and responsible business administrators. It would be of assistance to the Admissions Committee if you would give us your assessment of the applicant. The questions posed below suggest the kind of information which the Admissions Committee finds useful, but this form is provided for your convenience only and we would welcome your comments in whatever format you think suitable. We are aware that we are asking for considerable time and effort on your part in completing this form. Therefore, we want to assure you that your assistance in giving this appraisal is very helpful to us and greatly appreciated. **Recommendations are strictly confidential and never released to the applicant.**

The admissions procedure at IAE requires the applicant to gather individual letters of recommendation and to submit them with the completed application to the Admissions Committee. After completing this form, please place it in an envelope, seal the envelope, and sign it across the seal. Then return it to applicant who will forward it to IAE, unopened, with the application and other documents. If you prefer to mail your evaluation directly to us you may feel free to do so. However, please notify the applicant of your decision and respond promptly to avoid delays in the processing of the application. Please write the recommendation in either English, Portuguese, or Spanish. Thank you for your assistance.

1. How long have you known the applicant and in what context?
2. What do you consider the applicant's talents or strengths?
3. What do you consider the applicant's weaknesses?
4. Do you know of any personal circumstances which might affect the applicant's performance within a demanding MBA program? If so, please explain.

5. Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with other individuals applying for graduate School.

	Excelent	Good	Average	Poor	No information
Ability to work with others					
Skill in solving problems					
Communication skills					
Imagination and creativity					
Inter.-personal relationships					
Motivation and initiative					
Maturity / Responsibility					
Self-confidence					

6. Please comment on the ratings that you have assigned above and make any additional statement about the applicant's record, potential, or personal qualities which you believe would be helpful to the Admissions Committee in considering this person's application for the MBA program.

**Recommender's signature**

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**Recommenders' name:**

Account:

Title:

Address:

City:

Country:

Phone Number: