



## Letter of Reference

### I. Applicant Information

*Applicant's name:*

### II. Referee Information

*Referee's name:*

*Position:*

*Institution/University:*

*Address:*

*Phone number:*

### III. Information on relationship between Applicant and Referee

*Relationship to applicant*

*I have been acquainted with this applicant during the period from .....(month, year) to.....*

*and know him/her*     *very well*     *well*     *not well*

### IV. Applicants Abilities

*Among approximately*                      *students I have known at the same stage in their field in recent years, I would*  
*rank this applicant in the upper*     *5%*             *10%*             *20%*             *30%.*

### Applicants Qualifications

**Analytic abilities**

**Academic/professional skills**

**Motivation**

**Social Skills**



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### V. Letter of Reference

*Please comment in one or two paragraphs on the applicant's academic and general abilities and qualities. The Hertie School of Governance welcomes any information that the reference referee may think would help to gain a comprehensive picture of the applicant and his/her abilities to successfully complete our program and pursue a career in public policy making.*

**Please send this letter as a .pdf from your institutional email address or with a university stamp per post to the following address:**

**Hertie School of Governance**  
Graduate Admissions  
Friedrichstraße 180  
10117 Berlin, Germany  
[grad-admissions@hertie-school.org](mailto:grad-admissions@hertie-school.org)