

**University of Co-operative and Management, Sagaing**  
**Master of Business Administration (MBA) Programme**  
**Letter of Recommendation (Work)**

Name of Applicant: -----

To the person evaluating the applicant:

The person whose name appears above is applying for admission to the MBA programme at the University of Co-operative and Management, Sagaing. In considering applicants to MBA programme, particular emphasis is placed on comments from people the applicants have chosen as referees. Your prompt submission of this form will be most helpful as the applicants cannot be considered without your comments. The admission office realizes that considerable time and effort is involved in preparing the evaluation. Your assistance in giving this appraisal greatly appreciated.

Name of person completing this form: -----

Position/ Title: -----

Organization: -----

Address: -----

How long have you known the applicant? ----- Years ----- Months

You have known the applicant as a/an:

Undergraduate

Graduate

Research Assistant

Teaching Assistant

Employee

Other

(Please specify) -----

You have served as the applicant's:

Division/dept/school head

Research Assistant

Teacher in several classes

immediate supervisor in firm

Teacher in only one class

Other (please specify)

Employer

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How often have you observed him/her at work?

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How often have you observed him/her at school?

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How often have you observed him/her socially?

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Do you expect that this candidate will contribute in a meaningful way following completion of the studies?

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Do you feel graduate study is appropriate for the applicant at this time? Why?

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In comparison with other graduate school candidates that you have known, how would you rate the applicant with respect to the following qualities?

Particular	Poor Bottom 1/3	Average Middle1/3	Good Top1/3	Outstanding Top 5%	Inadequate Opportunity To observed
Intellectual ability					
Maturity					
English comprehension					
Undergraduate performance					
Academic promise					

- You, thus  strongly recommend  
 recommend  
 recommend with some reservation  
 do not recommend

The applicant to be admitted to the MBA programme.

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Signature

Date -----

\*Please stamp your seal here.

