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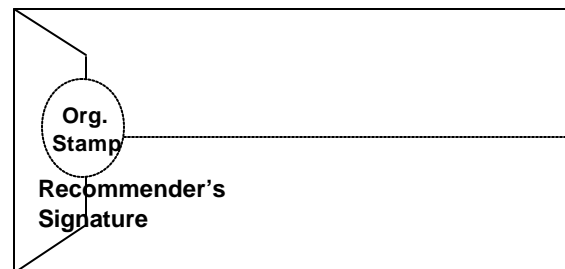
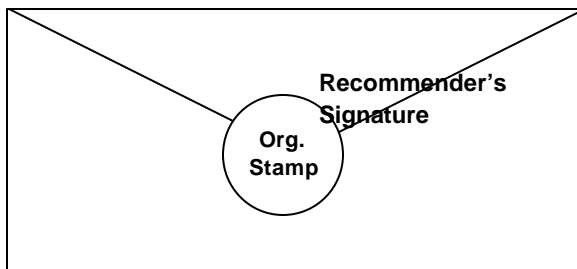
Academy One

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ABOUT RECOMMENDATION LETTERS

- Recommendation letters should be obtained in a sealed envelope as shown below. Open recommendations are NOT accepted.



- Sealing should be done by putting the recommender's signature and if possible the recommenders' organization (college, university, company) stamp across the flap. The recommender should sign across the flap too.
- **The Recommender's signature across the flap is VERY important.** If the recommender is unable to put his/her organization's stamp on the flap, that's fine too, but the signature is absolutely essential.
- On the face of the envelope provide the following information: Your name, Name of the recommender, and University you are sending the recommendation to. This will help you identify which recommendation goes to which university while mailing your documents. Plus this just makes it easier for the admissions committee to locate your envelope in case it gets misplaced. You can write the details using a pen (you need not have it typed)

Recommendation Letter

Student Name: Xxxxx Yyyyy (id: 100099)
Applying to: New York University
Recommender's Name: Prof. Abc Xyz

- After submitting your online application to a university, if you receive a student/application Id from the university, then please mention that against your name too. If you do not receive a student/application id, you need not put it.

- Some universities have university prescribed '**Recommendation Forms**'. If the university has a recommendation form, it is advisable to use the form.
 - You will have to fill up the first half of the form (wherein you put in your name, address etc) and hand over the form to your recommender.
 - The recommender should fill out the objective questionnaire. In the space provided to answer descriptive type questions about you, your recommender can write "Refer attached letter" OR "See attached sheet" OR "Additional letter attached" etc and attach the printed recommendation letter to the form.
 - The recommender should sign both the form as well as the printed letter.
 - **IMP:** If your recommender asks you to fill out the form yourself, please get it filled from a friend or family member so that there is a difference in handwriting between the first half of the form that you filled as a student and the second half that you filled as a recommender. Also let your recommender sign with the same pen that was used to fill out his/her part of the form.
 - What is 'Waive the right to Access information in the form'?: In the recommendation form, you will have to select one of the two options which would be something of this order:
 - I wave the right to access information
 - I do not waive the right to access information

In reality, recommendation letters are supposed to be confidential. A student is not allowed to see what the recommender has written about him/her. However if he/she chooses NOT to waive the right, then after the university's admissions committee has made a decision on the applicant's case, the applicant can ask the university to show him/her the recommendation letter that the recommender wrote for them.